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**From:** (b) (6), (b) (7)(C)  
**Sent:** Tuesday, February 11, 2020 10:31 AM  
**To:** (b) (6), (b) (7)(C)  
**Subject:** Declined: My meeting with (b) (6), (b) (7)(C)

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**From:** (b) (6), (b) (7)(C)  
**Sent:** Thursday, March 26, 2020 6:16 AM  
**To:** (b) (6), (b) (7)(C)  
**Subject:** RE: (b) (6), (b) (7)(C) work from home issues

Hi (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C) is unexpectedly out of the office today – please call me to discuss at mobile below. Thanks!

(b) (6), (b) (7)(C)

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**From:** (b) (6), (b) (7)(C)  
**Sent:** Wednesday, March 25, 2020 7:23 PM  
**To:** (b) (6), (b) (7)(C) @UHhospitals.org>  
**Cc:** (b) (6), (b) (7)(C) @UHhospitals.org>  
**Subject:** (b) (6), (b) (7)(C) work from home issues

Hi (b) (6), (b) (7)(C)

I called your office earlier, but got voicemail. (b) (6), (b) (7)(C) unexpectedly didn't return to work (due to Covid-19 concerns) a week ago and asked for 1 week of PTO due to Covid-19 concerns. During that week, (b) (6), (b) (7)(C) started sending emails requesting work from home. (b) (6), (b) (7)(C) was told previously before the PTO that the 3 in (b) (6), (b) (7)(C) team didn't qualify for FT work from home because the scanning and mail sorting has to be done in the office and we had no existing productivity measure. I told (b) (6), (b) (7)(C) that we could possibly do PT work from home.

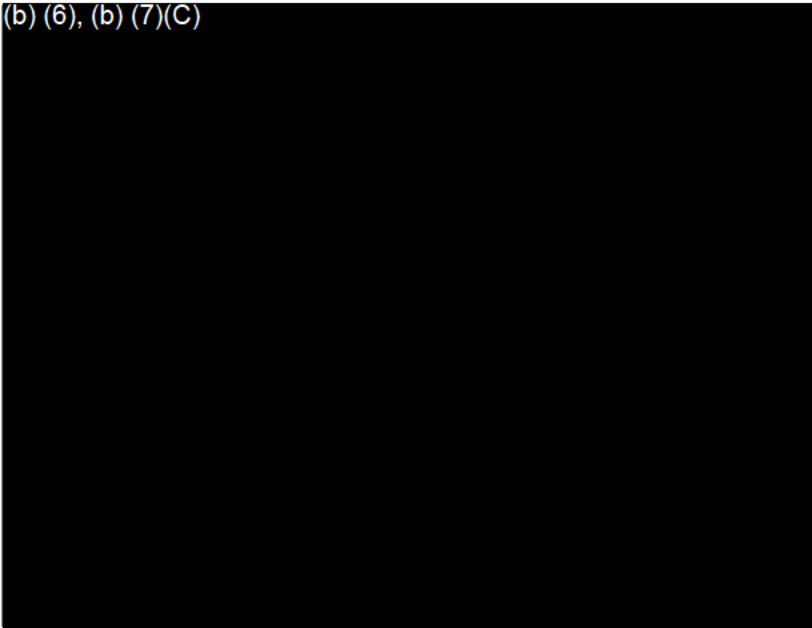
In the last few days as things have settled down just a little, I was able to research and find reporting to get productivity for (b) (6), (b) (7)(C) team and today I arranged for (b) (6), (b) (7)(C) staff to help with the in-office daily mail and scanning. Now, I could allow the entire team to work from home. (b) (6), (b) (7)(C) another of this team's member's started working from home after Friday. (b) (6), (b) (7)(C) came in my office in near tears with concern and was willing to go without pay if need be so I let (b) (6), (b) (7)(C)

In light of Covid-19 and now that I have productivity and (b) (6), (b) (7)(C) staff that I can train to do the work that must be done in office, I suggest we just let (b) (6), (b) (7)(C) sign the form now and start working from home after we receive it and (b) (6), (b) (7)(C) approves. Can you see any issues with that?

MUST: 1) be WFH function 2) have proper equipment/ internet access 3) be measurable 4) have leadership oversight and 5) have signed agreement and proof (picture) of appropriate private space with door.

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)



**From:** (b) (6), (b) (7)(C)  
**Sent:** Tuesday, March 31, 2020 11:33 AM  
**To:** (b) (6), (b) (7)(C)  
**Subject:** FW: Resubmitted Work From Home Document  
**Attachments:** Emergency Work from Home Policy - Temporary Ohio WFH V6-updated.pdf

Hi (b) (6), (b) (7)(C)

Please see below. Is it possible when you respond to (b) (6), (b) (7)(C) you can recommend (b) (6), (b) (7)(C) sign the attached. (b) (6), (b) (7)(C) has not been denied working from home but (b) (6), (b) (7)(C) has not signed this policy, but instead is sending in some other policy (b) (6), (b) (7)(C) found on the DWP. (b) (6), (b) (7)(C) thinks (b) (6), (b) (7)(C) may be doing this because the policy (b) (6), (b) (7)(C) is sending back does not have the excerpt that once this is over (b) (6), (b) (7)(C) has to come back since (b) (6), (b) (7)(C) has a corrective action. Once (b) (6), (b) (7)(C) signs this (b) (6), (b) (7)(C) will be good to go. I advised (b) (6), (b) (7)(C) that we would be referring (b) (6), (b) (7)(C) back to (b) (6), (b) (7)(C). Thank you for your help.

Thanks Again,

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Office: (b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)  
**Sent:** Tuesday, March 31, 2020 11:28 AM  
**To:** (b) (6), (b) (7)(C) @UHhospitals.org>  
**Subject:** FW: Resubmitted Work From Home Document

fyi

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)  
**Sent:** Tuesday, March 31, 2020 5:30 AM  
**To:** (b) (6), (b) (7)(C) @UHhospitals.org>  
**Cc:** (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>  
**Subject:** RE: Resubmitted Work From Home Document



Hi (b) (6), (b) (7)(C)

I have not received this mail item yet – however, please complete the applicable form from our emergency work from home policy.

This policy you signed does not apply in this situation. As you know, our department does not have a work from home policy and implemented an “emergency policy” to accommodate COVID-19.

Thanks!

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)

Sent: Monday, March 30, 2020 8:07 PM

To: (b) (6), (b) (7)(C) @UHhospitals.org>

Cc: (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>

Subject: Resubmitted Work From Home Document

Importance: High

Dear (b) (6), (b) (7)(C) :

(b) (6), (b) (7)(C)

Again, find the attached the prior submitted Alternative Work Arrangement – Telecommuter document (b) (6), (b) (7)(C) (b) (6), (b) (7)(C), USPS records (show documents were delivered on March 09, 2020), and resent picture of the secure room with a lock, which I will be working in.

The room is only accessible by me.

I would like to work remotely from home as my fellow co-workers are presently doing. I would like to continue to assist (b) (6), (b) (7)(C) as well as the (b) (6), (b) (7)(C)

At this time I have still not received any response or approval from you for me to work remotely from home.

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

## Temporary Telecommute Work from Home Policy Related to Coronavirus-19

### Objective

University Hospitals Health Systems, Inc. ("UH"), considers telecommuting to be a viable alternative work arrangement in emergency situations when the job function can be performed remotely and when an individual, and supervisor agree that the individual's characteristics are best suited for such an arrangement.

Telecommuting allows qualified employees during this emergency to work at home for all of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, nor is it a company-wide benefit, and it in no way changes the terms and conditions of employment with University Hospitals Health Systems, Inc.

(b) (6), (b) (7)(C) has prepared a temporary policy to enable employees whose functions allow them to work from home with appropriate computer and wireless support in the employee's home. Employees who qualify are expected to work their work shift and complete required assignments no different than if they were at a UH location.

Employee phones and emails will be active enabling anytime communication with leadership. Leadership reserves the right to change or terminate work from home arrangements based on issues, interruption of work and business need.

## **Procedure**

1. Leadership would suggest telecommuting as a possible work arrangement for an individual as determined by leadership and the employee.
2. Telecommuting arrangements and offerings are made on a case-by-case basis, focusing first on the business needs of the organization.
3. Any telecommuting arrangement made will be on a temporary basis during this emergency, and may be discontinued, at will, at any time at the request of either the telecommuter or department leader including, direct Supervisor, Manager, Director or above.

## **Equipment**

1. UH will determine the appropriate equipment needs (including hardware and software) for each telecommuting arrangement. Equipment supplied by the organization will be maintained by the organization.
2. In this temporary situation employees may use personal computer equipment for work duties while telecommuting and attest that patient protected health information is not saved or stored on the device. UH accepts no responsibility for damage or repairs to employee-owned equipment. UH reserves the right to make determinations as to appropriate equipment, subject to change at any time.
3. Employee must attest to having appropriate wireless function to connect and perform work duties for the established work shifts.
4. Equipment supplied by UH is to be used for business purposes only. Usage of UH equipment and systems may be monitored at any time. The telecommuter is required to sign an inventory of all office property and agrees to take appropriate action to protect the items from damage or theft.
5. Upon termination of employment all company property will be returned to the employee's leadership on the employee's last day of employment. Exiting employees will be required to work their final day on site unless other arrangements have been made.

## **PHI and Information Security**

1. Consistent with UH expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company information and patient's protected health information ("PHI) accessible from their home office. Steps include secure room for work where no other activity will take place during work time, regular password maintenance, and any other steps appropriate for the job and the environment.
2. Telecommuters will not attach any printers, data storage or any other peripheral devices to UH telecommuting equipment.
3. No printing, writing or other recording of patient information will be allowed outside of UH computer systems. This is to ensure that patients' personal health information is not compromised in any way.
4. The employee will establish an appropriate work environment within his or her home for work purposes. Employees will be provided appropriate instructions in setting up a work station designed for a confidential, safe, and comfortable work environment.
5. This work area must be free from traffic by other members of the household, and must ensure a quiet space in which to conduct work, especially when patients are being contacted by phone.
6. Employees must have broadband internet availability, which demonstrably meets minimum standards set by UH.
7. If there are others (spouse, child, other family, non-family) living in the home with the employee the work space must have a door to separate the work area from common areas within the residence.

## **Internet Requirements and IT Support**

1. Internet download speeds of 30Mbps or greater and 1Mbps upload or greater is required for work from home. It is mandatory for thin client users that the telecommuter use a wired connection to the cable or Internet device. Internet providers are able to move modem or cable box to the home office if needed; if using a wireless connection with laptop, it must be secured and password protected. Satellite Internet providers and cellular Internet are not permitted. Shared Internet connections from apartment or condo associations must meet the same Internet download and upload speeds listed above for the Telecommuters individual connection. Streaming media (Netflix, etc.) is not recommended on the same Internet connection while the Telecommuter is working.

(b) Temporary Work From Home Policy

Owner: (b) (6), (b) (7)(C)

New

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- No reimbursement is being offered at this time for home WI-FI cost
2. UH IT does not support or maintain your home Internet, nor are they responsible for troubleshooting home Internet issues. UH IT will set guidelines and provide accurate, general documentation for at-home IT configuration that will work in most homes. Any IT related issues that prohibit work from home may force the Telecommuter to bring their Thin client/UH Laptop to UH for repair as well as to finish their shift at UH. Any and all repair of UH technical equipment will be done at a UH facility.
  3. Employee must take a picture of the room, door and computer that will be used to telecommute and perform duties. The picture must be attached to this policy/ agreement attesting to meeting requirements as documented.
  4. If telecommuter loses internet, power, or any key UH systems or other systems necessary for telecommuting, the employee is required to notify their Supervisor and Manager. If the outage lasts for more than 30 minutes, the telecommuter must contact their leader and may be asked to come in to the workplace for the remainder of their shift and/or utilize PTO
    - Employees must communicate with their leaders any interruptions to determine next steps including PTO and/or return to UH location
    - Telecommuter may be required to fill out an exception log for missed time punches.

### **Process Following Deployment**

1. Depending on department, after equipment has been provided to the employee, a manager or Supervisor may visit the employee's home worksite for inspection of the site to ensure that it is suitable. Repeat inspections will occur on an as-needed basis.
2. The work schedule the employee will customarily maintain, and the manner and frequency of communication needs to be given to the supervisor and approved by that supervisor. The telecommuter will be required to perform work activities during the posted work schedule. Departmental and organizational policies and procedures relative to tardiness, attendance, performance, etc., still apply. The employee agrees to be accessible by phone , and/or Cisco Jabber and email at all times during the agreed-on work hours, excluding scheduled times for break and lunch.



3. Telecommuting employees are not exempt from the overtime requirements of the Fair Labor Standards Act and will be required to record all hours worked in a manner designated by the organization. Telecommuting employees will be held to a higher standard of compliance than office-based employees due to the nature of the work arrangement.
4. Hours worked in excess of those specified per day and per workweek, in accordance with state and federal requirements, will require the advance approval of the supervisor. Employees must also follow the established departmental guidelines for clocking in on time and being ready to work at the start of the shift. Failure to comply with these requirements can result in the immediate cessation of the telecommuting agreement and possible disciplinary action.

### **Eligibility**

1. Before entering into any telecommuting agreement, the employee, manager & Director will evaluate the suitability of such an arrangement paying particular attention to the following areas:
  - a. Employee suitability. The employee and manager will review the needs, such as but not limited to appropriate work space, internet connection, equipment and work history, including any disciplinary actions of the employee
    1. For purposes of this policy and in response to the Government issued guidance to provide work from home options for persons in the state of Ohio working in designated businesses, employees in the following corrective actions statuses WILL be permitted to work from home temporarily:
      1. Confirmation of Counseling
      2. Written Warning
      3. Final Warning
    2. Employees currently in any of the above levels of Corrective Action will be permitted to work from home for the duration the governmental guidance is in place. Upon removal of the "Stay at Home" order, employees in any level of corrective action will be required to return to work in their respective facilities.
      1. Example: staff will be required to return to work 3 business days from date the band is officially lifted in Ohio.

- b. Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
  - c. Equipment needs, workspace design considerations and scheduling issues.
  - d. Tax and other legal implications for the business use of the employee's home based on Internal Revenue Service (IRS) and state and local government restrictions. Responsibility for fulfilling all obligations in this area rests solely with the employee.
2. If the employee and manager agree a telecommuting agreement (this agreement) will be prepared and signed by all parties, and a temporary work from home period will begin.
3. In all situations, Work from Home may be revoked or the employee may be asked to return to work based on performance, employee cooperation or UH business need and/or requirements for critical coverage that cannot be performed remotely.
  - a. In situations involving termination of work from home due to performance and/or employee cooperation, leadership reserves the right to change status to on site work or unplanned PTO; if PTO is not available, employee may go without pay for periods of time not worked by the employee.

### **Evaluation and Expectations**

1. Evaluation of telecommuter performance during this period may include daily interaction by phone, Jabber, WebEx and e-mail between the employee and the supervisor, and weekly phone or face-to-face meetings to discuss work progress and problems.
2. At the conclusion of these communications the employee and supervisor will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance will be consistent with that received by employees working at the office in both content and frequency and will focus on work output, completion of objectives, and time-based performance. Telecommuters that fail to meet performance standards are subject to corrective action and also losing their telecommuting privileges and being required to resume working in the office &/or use PTO.
3. A higher level of communication between the telecommuter and supervisor will occur during the temporary work from home period.

4. Any issues arising through this temporary process will require timely communication and coordination with leadership.
5. Telecommuting is *not* designed to be a replacement for appropriate child or parent care, or care for other people or pets in the home. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering into this emergency trial period.

### **Employee Attestation and Signature**

My signature below attests that I have read the above and fully understand and take responsibility for adhering to this policy in addition to existing departmental policies, code of conduct, confidentiality and privacy required to perform my job.

I commit to completing my work with the highest quality and cooperating with my leadership regarding questions and requests made of me to perform my job.

I understand this privilege can be modified or terminated anytime based upon my performance, cooperation and UH need.

**Signature of Employee**

**Date**

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**Print Employee Name**

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**Signature of Manager or Director**

**Date**

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**Print Manager or Director Name**

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List all UH Equipment employee is checking out for temporary Work From Home arrangement:

Qty	Description	P/N (Part Number)	S/N (Serial Number)	Check out Date
1	HP Thin Client T620 (UHxxxxxx/CCMN01AZTCxx)			3/12/2020
1	HP Keyboard			
1	HP Mouse			
1	HP EliteDisplay E233			
1	HP EliteDisplay E233			
1	APC Surge Arrest			
1	15' CAT6 Ethernet Cable - Belkin A3L980-15-BLK-S			

Current Status and working arrangement	Temporary Status and working arrangement

(b) Temporary Work From Home Policy

Owner: (b) (6), (b) (7)(C)

New

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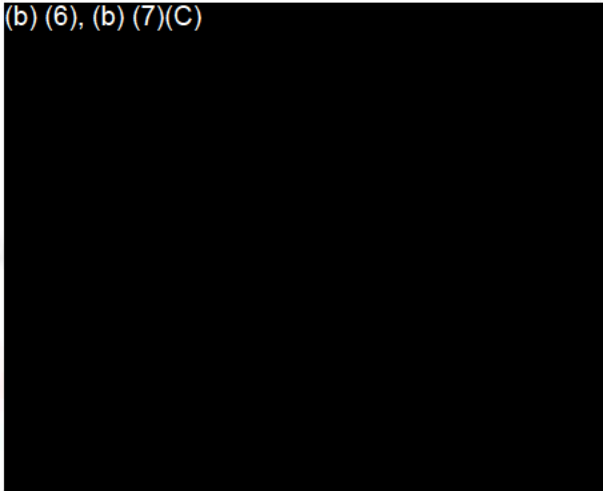
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**From:** (b) (6), (b) (7)(C)  
**Sent:** Tuesday, March 31, 2020 11:28 AM  
**To:** (b) (6), (b) (7)(C)  
**Subject:** FW: Resubmitted Work From Home Document

fyi

(b) (6), (b) (7)(C)



**From:** (b) (6), (b) (7)(C)  
**Sent:** Tuesday, March 31, 2020 5:30 AM  
**To:** (b) (6), (b) (7)(C)@UHhospitals.org>  
**Cc:** (b) (6), (b) (7)(C)@UHhospitals.org>; (b) (6), (b) (7)(C)@UHhospitals.org>  
**Subject:** RE: Resubmitted Work From Home Document

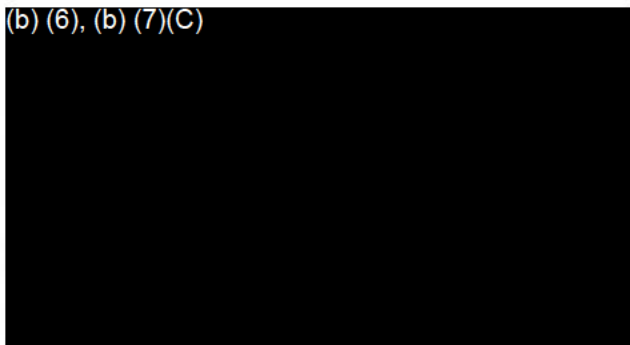
Hi (b) (6), (b) (7)(C)

I have not received this mail item yet – however, please complete the applicable form from our emergency work from home policy.

This policy you signed does not apply in this situation. As you know, our department does not have a work from home policy and implemented an “emergency policy” to accommodate COVID-19.

Thanks!

(b) (6), (b) (7)(C)



(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)

Sent: Monday, March 30, 2020 8:07 PM

To: (b) (6), (b) (7)(C) @UHhospitals.org>

Cc: (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>

Subject: Resubmitted Work From Home Document

Importance: High

Dear (b) (6), (b) (7)(C) :

(b) (6), (b) (7)(C)

Again, find the attached the prior submitted Alternative Work Arrangement – Telecommuter document (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) ), USPS records (show documents were delivered on March 09, 2020), and resent picture of the secure room with a lock, which I will be working in.

The room is only accessible by me.

I would like to work remotely from home as my fellow co-workers are presently doing. I would like to continue to assist (b) (6), (b) (7)(C) as well as the (b) (6), (b) (7)(C)

At this time I have still not received any response or approval from you for me to work remotely from home.

(b) (6), (b) (7)(C)

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**From:** (b) (6), (b) (7)(C)  
**Sent:** Tuesday, March 31, 2020 12:25 PM  
**To:** (b) (6), (b) (7)(C)  
**Subject:** FW: Working From Home - (b) (6), (b) (7)(C)

**Importance:** High

FYI

I'm not responding. (b) (6), (b) (7)(C) should reach out again

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)  
**Sent:** Tuesday, March 31, 2020 11:57 AM  
**To:** (b) (6), (b) (6), (b) (7)(C) <UHhospitals.org>  
**Subject:** RE: Working From Home - (b) (6), (b) (7)(C)  
**Importance:** High

Good morning.

Dear (b) (6), (b) (6), (b) (7)(C)

Thank-you for contacting me.

Do the change in the criteria and process for working from home that (b) (6), (b) (7)(C) updated late in the day on Friday you referenced include an adjustment or change at work for a reason related to a (b) (6), (b) (7)(C)?

I want to clarify. Based on my (b) (6), (b) (7)(C), I made a (b) (6), (b) (7)(C) on March 2, 2020, to (b) (6), (b) (7)(C), which included but not limited to me working remotely from home. I explained this in the documents that were delivered to (b) (6), (b) (7)(C) on March 9, 2020.

Those documents were provided by leadership and HR, which my request was made before the Covid-19 health crisis.

Recently, I believe I was told by (b) (6), (b) (7)(C) despite of (b) (6), (b) (7)(C) I don't need reasonable accommodation.

I just would like to know if the change in the criteria and process for working from home that (b) (6), (b) (7)(C) updated late in the day on Friday you referenced will include an adjustment or change at work for a reason related to a (b) (6), (b) (7)(C)

Respectfully,

(b) (6), (b) (7)(C)

/s/ (b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)  
Sent: Tuesday, March 31, 2020 11:15 AM  
To: (b) (6), (b) (7)(C) <@UHHospitals.org>  
Subject: FW: Working From Home - (b) (6), (b) (7)(C)  
Importance: High

Hi (b) (6), (b) (7)(C)

I appreciate you reaching out to HR with your concerns. There was a recent change in the criteria and process for working from home that (b) (6), (b) (7)(C) updated late in the day on Friday. A member of your leadership team should be in contact with you within 24 hours. As you can imagine, the leaders are reaching out to all of their employees that are not yet working from home which can be time consuming.

Thank you for your patience through this. Be well.

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)  
Sent: Tuesday, March 31, 2020 9:34 AM  
To: (b) (6), (b) (7)(C) <@UHHospitals.org>  
Subject: RE: Working From Home - (b) (6), (b) (7)(C)  
Importance: High

Good morning.

Dear (b) (6), (b) (7)(C) :

That would be wonderful.

Again, I am so sorry for contacting you.

Based on my (b) (6), (b) (7)(C), I made a (b) (6), (b) (7)(C) on March 2, 2020, to (b) (6), (b) (7)(C) which included but not limited to me working remotely from home. I explained this in the documents that were delivered to (b) (6), (b) (7)(C) on March 9, 2020. I also provided copies of the documents in the past days along with proof of mailing and delivery.

My request was made because of (b) (6), (b) (7)(C) and before the Covid-19 health crisis. (b) (6), (b) (7)(C) ignore my request. I made several requests afterward. Unfortunately, due to this virus (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)

Thank-you, (b) (6), (b) (7)(C) for your haste response and assistance in resolving this matter.

Respectfully,

/s/ (b) (6), (b) (7)(C)  
(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)  
Sent: Tuesday, March 31, 2020 9:09 AM  
To: (b) (6), (b) (7)(C) <(b) (6), (b) (7)(C)@UHHospitals.org>  
Subject: RE: Working From Home (b) (6), (b) (7)(C)

Dear (b) (6), (b) (7)(C)

As I'm the (b) (6), (b) (7)(C) that has (b) (6), (b) (7)(C) for the UH system, I would be happy to forward this email to the appropriate HR leader of our Corporate Services areas. Please let me know if support sharing with (b) (6), (b) (7)(C) of (b) (6), (b) (7)(C) who would get back to you directly.

Sincerely, (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)  
University Hospitals

From: (b) (6), (b) (7)(C)  
Sent: Monday, March 30, 2020 8:15 PM  
To: (b) (6), (b) (7)(C) <(b) (6), (b) (7)(C)@UHHospitals.org>  
Subject: Working From Home (b) (6), (b) (7)(C)  
Importance: High

Dear (b) (6), (b) (7)(C)

I don't mean to impose upon your evening.

My name is (b) (6), (b) (7)(C). I work in (b) (6), (b) (7)(C) and is one of the three members in the (b) (6), (b) (7)(C). Recently, I filed a formal complaint against (b) (6), (b) (7)(C) regarding inappropriate behavior along with a witness statement.

Subsequently, I also informed (b) (6), (b) (7)(C) of my concerns in a cover letter.

Despite my several requests I have still not received any approval from (b) (6), (b) (7)(C) for me to work remotely from home (concerning my (b) (6), (b) (7)(C)).

My fellow colleagues (b) (6), (b) (7)(C) have been working remotely from home approximately March 23, 2020.

I believe (b) (6), (b) (7)(C) is treating me differently than my fellow co-workers due to me exercising my right to UH Speak Up policy (and/or my other protected concerted activities).

I have attached the prior submitted Alternative Work Arrangement – Telecommuter document (I was instructed from leadership and HR to use to request reasonable accommodation) and USPS records (which indicate the documents were delivered on March 09, 2020 to (b) (6), (b) (7)(C)).

Although, several employees (b) (6), (b) (7)(C) did not provide a picture and are working remotely. I provided a picture of the secure room with a lock, which I will be working in from home. The room has no traffic and is only accessible by me.

(b) (6), (b) (7)(C)

I would like to work remotely from home as my fellow co-workers (b) (6), (b) (7)(C) are doing. I would like to continue to assist (b) (6), (b) (7)(C) as well as the (b) (6), (b) (7)(C)

Any assistance you can provide in resolving this matter will be greatly appreciated.

Again, I am so sorry for disturbing your evening.

Respectfully,

/s/ (b) (6), (b) (7)(C)  
(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)  
Sent: Monday, March 30, 2020 8:58 AM  
To: (b) (6), (b) (7)(C) <(b) (6), (b) (7)(C)@UHhospitals.org>  
Cc: (b) (6), (b) (7)(C) <(b) (6), (b) (7)(C)@UHhospitals.org> (b) (6), (b) (7)(C) <(b) (6), (b) (7)(C)@UHhospitals.org>  
Subject: (b) (6), (b) (7)(C) unit processes

Thanks (b) (6), (b) (7)(C) for this clarification. That helps a lot. For the time being, stay with the work you've been doing, but we're working towards cross training. This has been a little tricky right now with everyone from the team at home on short notice, all of us learning what everyone does, and arranging for an (b) (6), (b) (7)(C) person to do the in-office tasks after 2 days of training, I'm going to end up having (b) (6), (b) (7)(C) do a Webex to teach. (b) (6), (b) (7)(C) is helping with (b) (6), (b) (7)(C) out. You and (b) (6), (b) (7)(C) were a big help in pulling information together so we can keep everything going with work from home.

Goals for the team are to reduce handoffs in ins follow-up, timely completion of requests, and cross training. When possible, that should mean that when one of you works something in the payer audit queue, you fill the request whenever possible after you do any indexing that needs done (itemized bill, medical records, etc.). As I learn and document how this all works, it will become more evident as to what makes sense, but just reading each document request tells us what needs done.

For the EOBs, I'm okay with just sending those to the scanning dept. from the mail, but (b) (6), (b) (7)(C) has found some scanned into payer correspondence. That's what I'm trying to avoid. When (b) (6), (b) (7)(C) identifies any, (b) (6), (b) (7)(C) asks (b) (6), (b) (7)(C) to move them in the system.

(b) (6), (b) (7)(C)



(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C) @Uhhospitals.org>  
Sent: Monday, March 30, 2020 7:08 AM  
To: (b) (6), (b) (7)(C) @Uhhospitals.org>  
Subject: RE: (b) (6), (b) (7)(C) unit processes

(b) (6), (b) (7)(C)

I just wanted to clarify a couple things. The documents that I have been indexing starting last Thursday are not the same as what the vendor is doing. The vendor is working from the Triage Que. I am working from the (b) (6), (b) (7)(C) in the scan Que. These are the 3<sup>rd</sup> (b) (6), (b) (7)(C) that our team handles from (b) (6), (b) (7)(C), etc. Prior to coronavirus, any document our team scanned, was indexed on the same day by me. After I index one of our documents, it would then go to the work que that was worked entirely by (b) (6), (b) (7)(C). (b) (6), (b) (7)(C) is correct when saying that both (b) (6) and myself do not know how documents are processed from that Que. If you would like me to handle the work Que going forward, I would gladly do it but would need be trained how to do so.

We can change this, but EOB's were never handled by our department. They were sent to (b) (6), (b) (7)(C) via inter office mail. The only EOB's we would ever scan were already processed by someone, and they would want them scanned in with something updated on them (a hand written note for example).

(b) (6),

From: (b) (6), (b) (7)(C)  
Sent: Friday, March 27, 2020 6:35 PM  
To: (b) (6), (b) (7)(C) @Uhhospitals.org>; (b) (6), (b) (7)(C) @Uhhospitals.org>  
Cc: (b) (6), (b) (7)(C) @Uhhospitals.org>  
Subject: (b) (6), (b) (7)(C) unit processes

Thanks for sending your daily work information. However, I recently asked you and (b) (6), (b) (7)(C) to not index since we have a vendor doing it, but to work requests in the audit queue. I spoke to (b) (6), (b) (7)(C) today and apparently, neither you nor (b) (6), (b) (7)(C) know how to do this. We walked through some of it today with (b) (6), (b) (7)(C) and (b) (6), (b) (7)(C) but we'll need a Webex to show you how. Then you two can write down the steps which we can use to create a job aid for how to work requests.

EOBs need to be given with cash apps or scanned to the appropriate lockbox if that is what Cash apps wants us to do. (not scanned to insurance correspondence)

Stuff from your work queues looks to go to the High Priority worklist

We'll want to find out the timing of when items hit the High Priority worklist (after you index it?)

Ideally, you should index the same day you scan an item.

Indexing the same day an item is scanned makes the automatic (b) (6), (b) (7)(C) comment line up with scanned date.

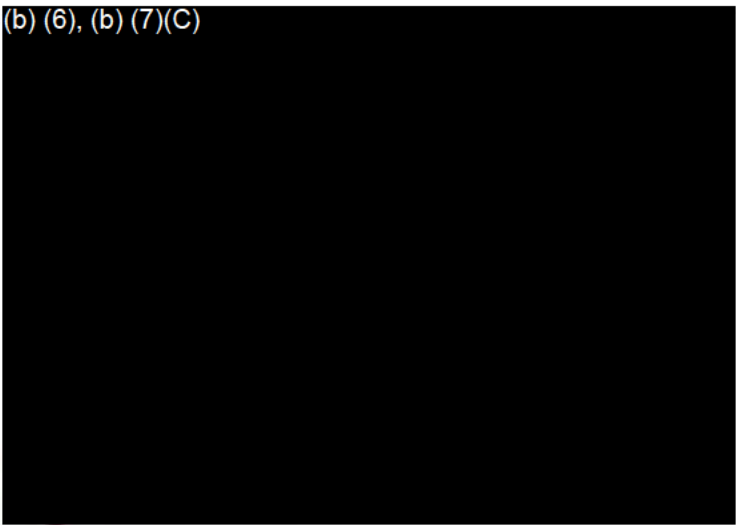
This date is used to locate the copy of the letter in (b) (6), (b) (7)(C).

Items need scanned and indexed daily. If it takes a month to scan an item, we may have missed a deadline to respond, etc.

We'll need to document the process for working requests in the audit queue.

We'll need to add the (b) (6), (b) (7)(C) itemized bills requests to our (b) (6), (b) (7)(C) as a separate process.

(b) (6), (b) (7)(C)



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**From:** (b) (6), (b) (7)(C)  
**Sent:** Tuesday, March 31, 2020 9:59 AM  
**To:** (b) (6), (b) (7)(C)  
**Subject:** RE: Working From Home - (b) (6), (b) (7)(C)

Hi I knew you would!

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)  
**Sent:** Tuesday, March 31, 2020 9:58 AM  
**To:** (b) (6), (b) (6), (b) (7)(C) <@UHhospitals.org>  
**Subject:** RE: Working From Home - (b) (6), (b) (7)(C)

O yes I am very familiar with (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Office: (b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)  
**Sent:** Tuesday, March 31, 2020 9:55 AM  
**To:** (b) (6), (b) (7)(C) <@UHhospitals.org>  
**Subject:** FW: Working From Home - (b) (6), (b) (7)(C)  
**Importance:** High

I'll set up a quick call for you and I to discuss

Thanks

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)  
**Sent:** Tuesday, March 31, 2020 9:36 AM  
**To:** (b) (6), (b) (7)(C) <@UHhospitals.org>  
**Subject:** FW: Working From Home - (b) (6), (b) (7)(C)  
**Importance:** High

(b) (6), (b) (7)(C)

Per the below, thanks for reaching out to (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

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.. (b) (6), (b) (7)(C)  
Sent: Wednesday, April 1, 2020 12:18 PM  
To: (b) (6), (b) (7)(C)  
Subject: RE: Working From Home - (b) (6), (b) (7)(C)

Oh yes, that's good too. Thanks

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)  
Sent: Wednesday, April 01, 2020 12:15 PM  
To: (b) (6), (b) (7)(C) @UHhospitals.org>  
Subject: RE: Working From Home - (b) (6), (b) (7)(C)

Oops, I told (b) (6), (b) (7)(C) that if (b) (6) doesn't sign it (b) (6) has to continue to use (b) (6) PTO since (b) (6) is not working now as (b) (6) didn't sign. Do you think that is okay?

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)  
Sent: Wednesday, April 01, 2020 12:12 PM  
To: (b) (6), (b) (7)(C) @UHhospitals.org>  
Subject: RE: Working From Home (b) (6), (b) (7)(C)

Just a side note, it's not an option for (b) (6), (b) (7)(C) not to sign it. The (b) (6), (b) (7)(C) portion is a separate issue for when this is all over. Hope that helps

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)  
Sent: Wednesday, April 01, 2020 10:43 AM  
To: (b) (6), (b) (7)(C) @UHhospitals.org>  
Cc: (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>  
Subject: RE: Working From Home (b) (6), (b) (7)(C)

Hi (b) (6), (b) (7)(C)

Thank you for reaching out. It looks like you are requesting an (b) (6), (b) (7)(C) accommodation to work from home due to a (b) (6), (b) (7)(C) (b) (6), (b) (7)(C). The emergency work from home policy is to make sure employees have an opportunity to work from home

while the Pandemic is being addressed. The remote work from home policy will not include information regarding (b) (6), (b) (7)(C), as this is only in place until the Pandemic is over.

If you do not want to sign this policy that will allow you to work from home until the Pandemic is over, you will need to partner with (b) (6), (b) (7)(C) for an (b) (6), (b) (7)(C) accommodation. (b) (6), (b) (7)(C) will provide you with the appropriate paperwork to get the (b) (6), (b) (7)(C) process started. You can reach (b) (6), (b) (7)(C) at (b) (6), (b) (7)(C). Once your paperwork is provided to (b) (6), (b) (7)(C) they will send the request to your leadership team to see if the department can accommodate and for how long. The decision to accommodate or not, and length of possible accommodation will come from your leaders. Please let me know if you have any questions.

Thanks,

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C) @UHHospitals.org>

Sent: Wednesday, April 1, 2020 9:47 AM

To: (b) (6), (b) (7)(C) @UHHospitals.org>

Cc: (b) (6), (b) (6), (b) (7)(C) UHHospitals.org>

Subject: Working From Home - (b) (6), (b) (7)(C)

Importance: High

Dear (b) (6), (b) (7)(C) :

I was instructed by (b) (6), (b) (7)(C) that any additional questions or questions regarding this document should be directed to you.

The attached (Emergency work From Home Policy – Temporary Ohio WFH V6 – updated) (b) (6), (b) (7)(C) sent to me, which I was told by (b) (6), (b) (7)(C) supersedes anything that is on the intranet.

However, in my case the other document I signed based on my (b) (6), (b) (7)(C), which I made a (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) was given to me by leadership and HR as well as delivered to you on March 09, 2020.

My request was made because of (b) (6), (b) (7)(C) and before the Covid-19 health crisis

My question is, “the change in the criteria and process for working from home that (b) (6), (b) (7)(C) updated late in the day on Friday” does the document includes or pertaining to an adjustment or change at work for a reason related to a (b) (6), (b) (7)(C)?

After reviewing, I can't find any verbiage nor indication on the attached document (Emergency work From Home Policy – Temporary Ohio WFH V6 – update) to include an adjustment or change at work for a reason related to (b) (6), (b) (7)(C) ?

If you are not sure will you please contact (b) (6), (b) (7)(C) for the answer.

I would like to know before signing.

(b) (6), (b) (7)(C)

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**From:** (b) (6), (b) (7)(C)  
**Sent:** Friday, April 3, 2020 11:27 AM  
**To:** (b) (6), (b) (7)(C)  
**Cc:** (b) (6), (b) (7)(C)  
**Subject:** FW: Work From Home Policy - (b) (6), (b) (7)(C)

**Importance:** High

Hi (b) (6), (b) (7)(C) –

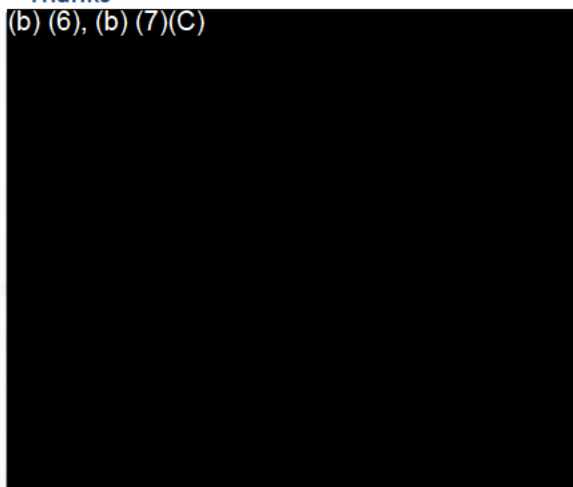
I just called your cell – please give me a call when you have a chance. I cannot continue to go back and forth with (b) (6), (b) (7)(C) on these emails and looking for your direction as to appropriate next step. Does this constitute a corrective action and/or can I give (b) (6), (b) (7)(C) a deadline of when I need the appropriate, unmodified, form signed and returned in order for (b) (6), (b) (7)(C) to be considered during this pandemic temporary work from home.

Please note – we do not currently, to my knowledge, have a computer to provide (b) (6), (b) (7)(C) and there will be a delay regardless in order for us to order one if we approve (b) (6), (b) (7)(C) to work from home.

Appreciate your guidance.

Thanks

(b) (6), (b) (7)(C)



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**From:** (b) (6), (b) (7)(C)  
**Sent:** Friday, April 03, 2020 11:19 AM  
**To:** (b) (6), (b) (7)(C) @UHhospitals.org>  
**Cc:** (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>  
**Subject:** RE: Work From Home Policy - Ivan

Dear (b) (6), (b) (7)(C):

Per (b) (6), (b) (7)(C), "The emergency work from home policy is to make sure employees have an opportunity to work from home while the Pandemic is being addressed. The remote work from home policy will not include information regarding medical conditions, as this is only in place until the Pandemic is over."

Please find attached the above-mentioned document to make sure I will have an opportunity to work from home during this National Health Crisis, which Governor Mike DeWine issued a State Order.

It is wrong for you to state that the attached agreement was modified. Putting a line through words known commonly as a strike-out in an agreement is not a "modification" but a legal right afforded if one disagrees. For example, in this situation part(s) of the agreement conflict with social distancing, UH policy, and etc.

Black Law dictionary states, "modification" is not exactly synonymous with "amendment," for the former term denotes some minor change in the substance of the thing, without reference to its improvement or de-terioration thereby, while the latter word imports an amelioration of the thing (as by changing the phraseology of an instrument, so as to make it more distinct or specific) without involving the idea of any change in substance or essence.

(b) (6), (b) (7)(C) you are already allowing employee(s) to work remotely from home that submitted same and/or similar documents which you considered as being modified.

Further, page 6 of 9, states the following:

2. If the employee and manager agree a telecommuting agreement (this agreement) will be prepared and signed by all parties, and a temporary work from home period will begin.

Merriam- Webster dictionary defines, "prepared" as subjected to a special process or treatment.

Let me know what strike-outs and the page number (of the attached agreement) you disagree with and your reasoning so I can address (it today) why I believe the strike-outs are important.

And this agreement can be "subjected to a special process or treatment" and signed by both parties so I can start working Monday, April 06, 2020.

(b) (6), (b) (7)(C)

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From: (b) (6), (b) (7)(C)

Sent: Friday, April 03, 2020 6:44 AM

To: (b) (6), (b) (7)(C) @UHhospitals.org>

Cc: (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>

Subject: Work From Home Policy - (b) (6), (b) (7)(C)

Good morning (b) (6), (b) (7)(C)

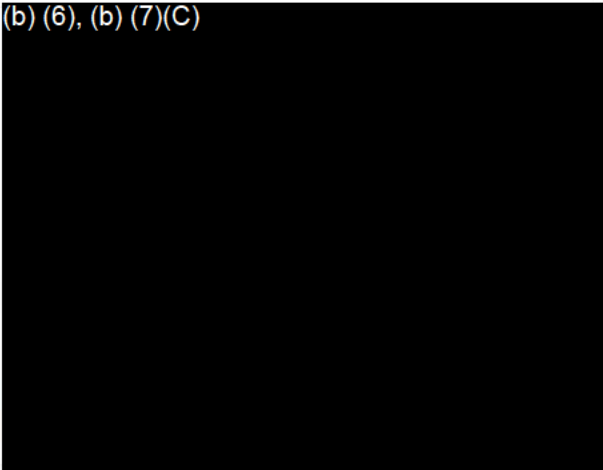
I am unable to accept this document with your modifications. We have one standard policy in place for all of (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) to accommodate during this temporary situation related to the current pandemic. I will need a copy of our signed policy without changes to move forward in the process.



As (b) (6), (b) (7)(C) indicated via email yesterday, you are able to work with (b) (6), (b) (7)(C) if you need a telecommuting accommodation outside of our attached policy. These are the only two policies that apply to our department at this time.

Thank you

(b) (6), (b) (7)(C)



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From: (b) (6), (b) (7)(C)

Sent: Thursday, April 02, 2020 8:55 PM

To: (b) (6), (b) (7)(C) @UHhospitals.org>

Cc: (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>

Subject: Attached document

Dear (b) (6), (b) (7)(C) :

I need approval for an UH computer and equipment to use at home to start working tomorrow.

(b) (6), (b) (7)(C)



.

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**From:** (b) (6), (b) (7)(C)  
**Sent:** Friday, April 3, 2020 2:12 PM  
**To:** (b) (6), (b) (7)(C)  
**Subject:** RE: Work From Home Policy - (b) (6), (b) (7)(C)

Thanks well said.  
Appreciate your help.

**From:** (b) (6), (b) (7)(C)  
**Sent:** Friday, April 03, 2020 2:09 PM  
**To:** (b) (6), (b) (7)(C) <(b) (6), (b) (7)(C)@UHhospitals.org>  
**Cc:** (b) (6), (b) (7)(C) <(b) (6), (b) (7)(C)@UHhospitals.org>; (b) (6), (b) (7)(C) <(b) (6), (b) (7)(C)@UHhospitals.org>; (b) (6), (b) (7)(C) <(b) (6), (b) (7)(C)@UHhospitals.org>; (b) (6), (b) (7)(C) <(b) (6), (b) (7)(C)@UHhospitals.org>  
**Subject:** RE: Work From Home Policy - (b) (6), (b) (7)(C)  
**Importance:** High

Hi (b) (6), (b) (7)(C)

Thank you for reaching back out. Please refer to my initial email to you regarding your options during this time. You have the option of signing the Temporary Work from Home Policy that was sent to you by your manager without edits. This policy was developed to help accommodate employees to work from home during the Pandemic as employee safety is a top concern of University Hospitals. Again this will allow you to work from home while the Pandemic is being addressed. Once the Pandemic is over you may be required to return back to work and conduct business as usual.

If you do not wish to take advantage of the Temporary Work from Home Policy then your only other option is to partner with (b) (6), (b) (7)(C) for an (b) (6), (b) (7)(C) accommodation to work from home. Please keep in mind that accommodations are approved/denied by leadership. Leadership will also have the ability to advise on how long they are willing to make a reasonable accommodation. If you are interested in starting the accommodation process please contact (b) (6), (b) (7)(C) at (b) (6), (b) (7)(C).

(b) (6), (b) (7)(C) at this point we cannot continue to debate about this issue. We have laid out the options for you, and you need to make a decision as to what is best for you. The documents that you have provided are not acceptable and will not be used. Again for a (b) (6), (b) (7)(C) accommodation you should partner with (b) (6), (b) (7)(C). If you fail to provide the signed work from home policy that (b) (6), (b) (7)(C) provided (attached), or work with (b) (6), (b) (7)(C) we will continue to utilize your PTO. You will not be allowed to work from home until you have followed one of the two options I have laid out for you. I appreciate you being open with leadership and HR and look forward to you making a decision.

Thanks,  
(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Office: (b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)  
**Sent:** Friday, April 03, 2020 11:22 AM

To: (b) (6), (b) (7)(C) @UHHospitals.org>  
Cc: (b) (6), (b) (7)(C) UHHospitals.org>  
Subject: FW: Work From Home Policy - (b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)  
Sent: Friday, April 03, 2020 11:21 AM  
To: (b) (6), (b) (7)(C) UHHospitals.org>; (b) (6), (b) (7)(C) @UHHospitals.org>  
Cc: (b) (6), (b) (7)(C) @UHHospitals.org>  
Subject: Work From Home Policy - (b) (6), (b) (7)(C)

Oh boy. Should I copy to (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C) @UHHospitals.org>  
Sent: Friday, April 3, 2020 11:19 AM  
To: (b) (6), (b) (7)(C) @UHHospitals.org>  
Cc: (b) (6), (b) (7)(C) @UHHospitals.org>; (b) (6), (b) (7)(C) @UHHospitals.org>  
Subject: RE: Work From Home Policy - (b) (6), (b) (7)(C)

Dear (b) (6), (b) (7)(C)

Per (b) (6), (b) (7)(C), "The emergency work from home policy is to make sure employees have an opportunity to work from home while the Pandemic is being addressed. The remote work from home policy will not include information regarding medical conditions, as this is only in place until the Pandemic is over."

Please find attached the above-mentioned document to make sure I will have an opportunity to work from home during this National Health Crisis, which Governor Mike DeWine issued a State Order.

It is wrong for you to state that the attached agreement was modified. Putting a line through words known commonly as a strike-out in an agreement is not a "modification" but a legal right afforded if one disagrees. For example, in this situation part(s) of the agreement conflict with social distancing, UH policy, and etc.

Black Law dictionary states, "modification" is not exactly synonymous with "amendment," for the former term denotes some minor change in the substance of the tiling, without reference to its improvement or de-terioration thereby, while the latter word imports an amelioration of the thing (as by changing the phraseology of an instrument, so as to make it more distinct or specific) without involving the idea of any change in substance or essence.

(b) (6), (b) (7)(C) you are already allowing employee(s) to work remotely from home that submitted same and/or similar documents which you considered as being modified.

Further, page 6 of 9, states the following:

2. If the employee and manager agree a telecommuting agreement (this agreement) will be prepared and signed by all parties, and a temporary work from home period will begin.

Merriam- Webster dictionary defines, "prepared" as subjected to a special process or treatment.

Let me know what strike-outs and the page number (of the attached agreement) you disagree with and your reasoning so I can address (it today) why I believe the strike-outs are important.

And this agreement can be "subjected to a special process or treatment" and signed by both parties so I can start working Monday, April 06, 2020.

(b) (6), (b) (7)(C)

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From: (b) (6), (b) (7)(C)

Sent: Friday, April 03, 2020 6:44 AM

To: (b) (6), (b) (7)(C) @UHhospitals.org>

Cc: (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>

Subject: Work From Home Policy - (b) (6), (b) (7)(C)

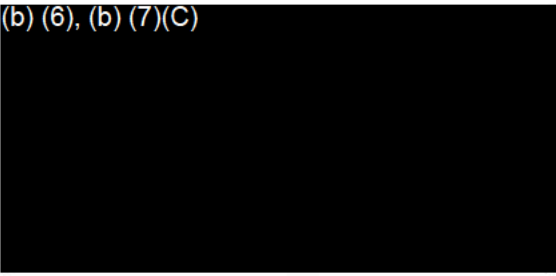
Good morning (b) (6), (b) (7)(C)

I am unable to accept this document with your modifications. We have one standard policy in place for all of (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) to accommodate during this temporary situation related to the current pandemic. I will need a copy of our signed policy without changes to move forward in the process.


As (b) (6), (b) (7)(C) indicated via email yesterday, you are able to work with (b) (6), (b) (7)(C) if you need a telecommuting accommodation outside of our attached policy. These are the only two policies that apply to our department at this time.

Thank you

(b) (6), (b) (7)(C)



(b) (6), (b) (7)(C)



From: (b) (6), (b) (7)(C)

Sent: Thursday, April 02, 2020 8:55 PM

To: (b) (6), (b) (7)(C) <[@UHhospitals.org](mailto:(b) (6), (b) (7)(C)@UHhospitals.org)>

Cc: (b) (6), (b) (7)(C) <[@UHhospitals.org](mailto:(b) (6), (b) (7)(C)@UHhospitals.org)>; (b) (6), (b) (7)(C) <[@UHhospitals.org](mailto:(b) (6), (b) (7)(C)@UHhospitals.org)>

Subject: Attached document

Dear (b) (6), (b) (7)(C) :

I need approval for an UH computer and equipment to use at home to start working tomorrow.

(b) (6), (b) (7)(C)

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**From:** (b) (6), (b) (7)(C)  
**Sent:** Friday, April 3, 2020 11:42 AM  
**To:** (b) (6), (b) (7)(C)  
**Subject:** RE: Work From Home Policy - (b) (6), (b) (7)(C)

No problem, happy Friday!

(b) (6), (b) (7)(C)

Office: (b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)  
**Sent:** Friday, April 03, 2020 11:42 AM  
**To:** (b) (6), (b) (7)(C) <(b) (6), (b) (7)(C)@UHhospitals.org>  
**Subject:** FW: Work From Home Policy - (b) (6), (b) (7)(C)

Let's talk about this during our call later today

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)  
**Sent:** Friday, April 03, 2020 11:22 AM  
**To:** (b) (6), (b) (7)(C) <(b) (6), (b) (7)(C)@UHhospitals.org>  
**Cc:** (b) (6), (b) (6), (b) (7)(C) <(b) (6), (b) (7)(C)@UHhospitals.org>  
**Subject:** FW: Work From Home Policy - (b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)  
**Sent:** Friday, April 03, 2020 11:21 AM  
**To:** (b) (6), (b) (7)(C) <(b) (6), (b) (7)(C)@UHhospitals.org>; (b) (6), (b) (7)(C) <(b) (6), (b) (7)(C)@UHhospitals.org>  
**Cc:** (b) (6), (b) (7)(C) <(b) (6), (b) (7)(C)@UHhospitals.org>  
**Subject:** Work From Home Policy - (b) (6), (b) (7)(C)

Oh boy. Should I copy to (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C) @UHhospitals.org>

Sent: Friday, April 3, 2020 11:19 AM

To: (b) (6), (b) (7)(C) @UHhospitals.org>

Cc: (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>

Subject: RE: Work From Home Policy - (b) (6), (b) (7)(C)

Dear (b) (6), (b) (7)(C):

Per (b) (6), (b) (7)(C), "The emergency work from home policy is to make sure employees have an opportunity to work from home while the Pandemic is being addressed. The remote work from home policy will not include information regarding medical conditions, as this is only in place until the Pandemic is over."

Please find attached the above-mentioned document to make sure I will have an opportunity to work from home during this National Health Crisis, which Governor Mike DeWine issued a State Order.

It is wrong for you to state that the attached agreement was modified. Putting a line through words known commonly as a strike-out in an agreement is not a "modification" but a legal right afforded if one disagrees. For example, in this situation part(s) of the agreement conflict with social distancing, UH policy, and etc.

Black Law dictionary states, "modification" is not exactly synonymous with "amendment," for the former term denotes some minor change in the substance of the thing, without reference to its improvement or de-terioration thereby, while the latter word imports an amelioration of the thing (as by changing the phraseology of an instrument, so as to make it more distinct or specific) without involving the idea of any change in substance or essence.

(b) (6), (b) (7)(C) you are already allowing employee(s) to work remotely from home that submitted same and/or similar documents which you considered as being modified.

Further, page 6 of 9, states the following:

2. If the employee and manager agree a telecommuting agreement (this agreement) will be prepared and signed by all parties, and a temporary work from home period will begin.

Merriam- Webster dictionary defines, "prepared" as subjected to a special process or treatment.

Let me know what strike-outs and the page number (of the attached agreement) you disagree with and your reasoning so I can address (it today) why I believe the strike-outs are important.

And this agreement can be "subjected to a special process or treatment" and signed by both parties so I can start working Monday, April 06, 2020.

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)

Sent: Friday, April 03, 2020 6:44 AM

To: (b) (6), (b) (7)(C) @UHhospitals.org>

Cc: (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>

Subject: Work From Home Policy - (b) (6), (b) (7)(C)

Good morning (b) (6), (b) (7)(C)

I am unable to accept this document with your modifications. We have one standard policy in place for all of (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) to accommodate during this temporary situation related to the current pandemic. I will need a copy of our signed policy without changes to move forward in the process.

As (b) (6), (b) (7)(C) indicated via email yesterday, you are able to work with (b) (6), (b) (7)(C) if you need a telecommuting accommodation outside of our attached policy. These are the only two policies that apply to our department at this time.

Thank you

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)

Sent: Thursday, April 02, 2020 8:55 PM

To: (b) (6), (b) (7)(C) @UHhospitals.org>

Cc: (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>

Subject: Attached document

Dear (b) (6), (b) (7)(C) :

I need approval for an UH computer and equipment to use at home to start working tomorrow.

(b) (6), (b) (7)(C)



**From:** (b) (6), (b) (7)(C)  
**Sent:** Friday, April 3, 2020 8:07 AM  
**To:** (b) (6), (b) (7)(C)  
**Cc:** (b) (6), (b) (7)(C)  
**Subject:** Work From Home Policy - (b) (6), (b) (7)(C)  
**Attachments:** ATTACHMENT 04-02-2020.pdf

Hi (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C) wanted (b) (6), (b) (7)(C) to see if we can/should proceed to take (b) (6), (b) (7)(C) to the next level of counseling because (b) (6), (b) (7)(C) being so "uncooperative". Can we give (b) (6), (b) (7)(C) a deadline at least to either apply for a leave with (b) (6), (b) (7)(C) sign the WFH policy & work from home, or just stay home, using (b) (6), (b) (7)(C) PTO until it's depleted and no pay after that? Thanks.

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C) @UHhospitals.org>  
**Sent:** Friday, April 3, 2020 6:44 AM  
**To:** (b) (6), (b) (7)(C) @UHhospitals.org>  
**Cc:** (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>  
**Subject:** Work From Home Policy - (b) (6), (b) (7)(C)

Good morning (b) (6), (b) (7)(C)

I am unable to accept this document with your modifications. We have one standard policy in place for all of (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) to accommodate during this temporary situation related to the current pandemic. I will need a copy of our signed policy without changes to move forward in the process.

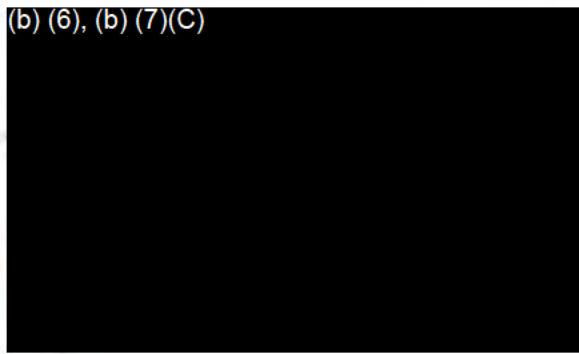
As (b) (6), (b) (7)(C) indicated via email yesterday, you are able to work with (b) (6), (b) (7)(C) if you need a telecommuting accommodation outside of our attached policy. These are the only two policies that apply to our department at this time.

Thank you

(b) (6), (b) (7)(C)



(b) (6), (b) (7)(C)



From (b) (6), (b) (7)(C)  
Sent: Thursday, April 02, 2020 8:55 PM  
To: (b) (6), (b) (7)(C) @UHhospitals.org>  
Cc: (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>  
Subject: Attached document

Dear (b) (6), (b) (7)(C) :

I need approval for an UH computer and equipment to use at home to start working tomorrow.

(b) (6), (b) (7)(C)

4/2/2020

# POLICY & PROCEDURE



(b) (6), (b) (7)(C)

## Temporary Telecommute Work from Home Policy Related to Coronavirus-19

### Objective

University Hospitals Health Systems, Inc. ("UH"), considers telecommuting to be a viable alternative work arrangement in emergency situations when the job function can be performed remotely and when an individual, and supervisor agree that the individual's characteristics are best suited for such an arrangement.

Telecommuting allows qualified employees during this emergency to work at home for all of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, nor is it a company-wide benefit, and it in no way changes the terms and conditions of employment with University Hospitals Health Systems, Inc.

(b) (6), (b) (7)(C) has prepared a temporary policy to enable employees whose functions allow them to work from home with appropriate computer and wireless support in the employee's home. Employees who qualify are expected to work their work shift and complete required assignments no different than if they were at a UH location.

Employee phones and emails will be active enabling anytime communication with leadership. Leadership reserves the right to change or terminate work from home arrangements based on issues, interruption of work and business needs.

(b) (6), (b) (7)(C) Temporary Work From Home Policy

Owner: (b) (6), (b) (7)(C)

New

March 26 – V7

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## Procedure

(b) (6), (b) (7)(C)

4/21/2020

1. Leadership would suggest telecommuting as a possible work arrangement for an individual as determined by leadership and the employee. (b) (6), (b) (7)(C)
2. Telecommuting arrangements and offerings are made ~~on a case-by-case basis, focusing first on the business needs of the organization.~~ (b) (6), (b) (7)(C)
3. Any telecommuting arrangement made will be on a temporary basis ~~during this emergency, and may be discontinued, at will, at any time at the request of either the telecommuter or department leader including, direct Supervisor, Manager, Director or above.~~ (b) (6), (b) (7)(C)

## Equipment

1. UH will determine the appropriate equipment needs (including hardware and software) for each telecommuting arrangement. Equipment supplied by the organization will be maintained by the organization.
2. In this temporary situation employees may use personal computer equipment for work duties while telecommuting and attest that patient protected health information is not saved or stored on the device. UH accepts no responsibility for damage or repairs to employee-owned equipment. UH reserves the right to make determinations as to appropriate equipment, subject to change at any time.
3. Employee must attest to having appropriate wireless function to connect and perform work duties for the established work shifts.
4. Equipment supplied by UH is to be used for business purposes only. Usage of UH equipment and systems may be monitored at any time. The telecommuter is required to sign an inventory of all office property and agrees to take appropriate action to protect the items from damage or theft.
5. Upon termination of employment all company property will be returned to the employee's leadership on the employee's last day of employment. Exiting employees will be required to work their final day on site unless other arrangements have been made.

(b) (6), (b) (7)(C) Temporary Work From Home Policy

Owner: (b) (6), (b) (7)(C)

New

March 26 - V7

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## PHI and Information Security

(b) (6), (b) (7)(C)  
4/14/2020

1. Consistent with UH expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company information and patient's protected health information ("PHI) accessible from their home office. Steps include secure room for work where no other activity will take place during work time, regular password maintenance, and any other steps appropriate for the job and the environment.
2. Telecommuters will not attach any printers, data storage or any other peripheral devices to UH telecommuting equipment.
3. No printing, writing or other recording of patient information will be allowed outside of UH computer systems. This is to ensure that patients' personal health information is not compromised in any way.
4. The employee will establish an appropriate work environment within his or her home for work purposes. Employees will be provided appropriate instructions in setting up a work station designed for a confidential, safe, and comfortable work environment.
5. This work area must be free from traffic by other members of the household, and must ensure a quiet space in which to conduct work, especially when patients are being contacted by phone.
6. Employees must have broadband internet availability, which demonstrably meets minimum standards set by UH.
7. If there are others (spouse, child, other family, non-family) living in the home with the employee the work space must have a door to separate the work area from common areas within the residence.

## Internet Requirements and IT Support

1. Internet download speeds of 30Mbps or greater and 1Mbps upload or greater is required for work from home. It is mandatory for thin client users that the telecommuter use a wired connection to the cable or Internet device. Internet providers are able to move modem or cable box to the home office if needed; if using a wireless connection with laptop, it must be secured and password protected. Satellite Internet providers and cellular Internet are not permitted. Shared Internet connections from apartment or condo associations must meet the same Internet download and upload speeds listed above (b) (6), (b) (7)(C) or the Telecommuters individual connection. Streaming media (Netflix, etc.) is not recommended on the same Internet connection while the Telecommuter is working.

(b) (6), (b) (7)(C) Temporary Work From Home Policy  
Owner (b) (6), (b) (7)(C)

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- No reimbursement is being offered at this time for home WI-FI cost
2. UH IT does not support or maintain your home Internet, nor are they responsible for troubleshooting home Internet issues. UH IT will set guidelines and provide accurate, general documentation for at-home IT configuration that will work in most homes. Any IT related issues that prohibit work from home may force the Telecommuter to bring their Thin client/UH Laptop to UH for repair as well as to finish their shift at UH. Any and all repair of UH technical equipment will be done at a UH facility.
  3. Employee must take a picture of the room, door and computer that will be used to telecommute and perform duties. The picture must be attached to this policy/ agreement attesting to meeting requirements as documented.
  4. If telecommuter loses internet, power, or any key UH systems or other systems necessary for telecommuting, the employee is required to notify their Supervisor and Manager. If the outage lasts for more than 30 minutes, the telecommuter must contact their leader and may be asked to come in to the workplace for the remainder of their shift and/or utilize PTO
    - Employees must communicate with their leaders any interruptions to determine next steps including PTO and/or return to UH location.
    - Telecommuter may be required to fill out an exception log for missed time punches.

(b) (6), (b) (7)(C)

4/24/2020

### Process Following Deployment

1. ~~Depending on department, after equipment has been provided to the employee, a manager or Supervisor may visit the employee's home worksite for inspection of the site to ensure that it is suitable. Repeat inspections will occur on an as needed basis.~~
2. The work schedule the employee will customarily maintain, and the manner and frequency of communication needs to be given to the supervisor and approved by that supervisor. The telecommuter will be required to perform work activities during the posted work schedule. Departmental and organizational policies and procedures relative to tardiness, attendance, performance, etc., still apply. The employee agrees to be accessible by phone, and/or Cisco Jabber and email at all times during the agreed-on work hours, excluding scheduled times for break and lunch.

4/1/2020

3. Telecommuting employees are not exempt from the overtime requirements of the Fair Labor Standards Act and will be required to record all hours worked in a manner designated by the organization. Telecommuting employees will be held to a higher standard of compliance than office-based employees due to the nature of the work arrangement.
4. Hours worked in excess of those specified per day and per workweek, in accordance with state and federal requirements, will require the advance approval of the supervisor. Employees must also follow the established departmental guidelines for clocking in on time and being ready to work at the start of the shift. Failure to comply with these requirements can result in the immediate cessation of the telecommuting agreement and possible disciplinary action.

### Eligibility

1. Before entering into any telecommuting agreement, the employee, manager & Director will evaluate the suitability of such an arrangement paying particular attention to the following areas:
  - a. Employee suitability. The employee and manager will review the needs, such as but not limited to appropriate work space, internet connection, equipment and work history, including any disciplinary actions of the employee.
    1. For purposes of this policy and in response to the Government issued guidance to provide work from home options for persons in the state of Ohio working in designated businesses, employees in the following corrective actions statuses WILL be permitted to work from home temporarily:
      1. Confirmation of Counseling
      2. Written Warning
      3. Final Warning
    2. Employees currently in any of the above levels of Corrective Action will be permitted to work from home for the duration the governmental guidance is in place. Upon removal of the "Stay at Home" order, employees in any level of corrective action will be required to return to work in their respective facilities.
      1. Example: staff will be required to return to work 3 business days from date the band is officially lifted in Ohio

- b. Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement. (b) (6), (b) (7)(C)
- c. Equipment needs, workspace design considerations and scheduling issues. (b) (6), (b) (7)(C)
- d. Tax and other legal implications for the business use of the employee's home based on Internal Revenue Service (IRS) and state and local government restrictions. Responsibility for fulfilling all obligations in this area rests solely with the employee.
2. If the employee and manager agree a telecommuting agreement (this agreement) will be prepared and signed by all parties, and a temporary work from home period will begin. (b) (6), (b) (7)(C)
3. In all situations, ~~Work from Home may be revoked or the~~ employee may be asked to return to work based on performance, employee cooperation or UH business need and/or requirements for critical coverage that cannot be performed remotely. (b) (6), (b) (7)(C)
- a. In situations involving termination of work from home due to performance and/or employee cooperation, leadership reserves the right to change status to on-site work or unplanned PTO; if PTO is not available, employee may go without pay for periods of time not worked by the employee. (b) (6), (b) (7)(C)

### **Evaluation and Expectations**

1. Evaluation of telecommuter performance during this period may include daily interaction by phone, Jabber, WebEx and e-mail between the employee and the supervisor, and weekly phone or face-to-face meetings to discuss work progress and problems. (b) (6), (b) (7)(C)
2. At the conclusion of these communications the employee and supervisor will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance will be consistent with that received by employees working at the office in both content and frequency and will focus on work output, completion of objectives, and time-based performance. Telecommuters that fail to meet performance standards are subject to corrective action and also losing their telecommuting privileges and being required to resume working in the office &/or use PTO. (b) (6), (b) (7)(C)
3. A higher level of communication between the telecommuter and supervisor will occur during the temporary work from home period. (b) (6), (b) (7)(C)

(b) Temporary Work From Home Policy

Owner: (b) (6), (b) (7)(C)

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March 26 - V7

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4. Any issues arising through this temporary process will require timely communication and coordination with leadership.
5. Telecommuting is *not* designed to be a replacement for appropriate child or parent care, or care for other people or pets in the home. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering into this ~~emergency~~ trial period.

(b) (6), (b) (7)(C)  
4/2/2020

### Employee Attestation and Signature

My signature below attests that I have read the above and fully understand and take responsibility for adhering to this policy in addition to existing departmental policies, code of conduct, confidentiality and privacy required to perform my job.

I commit to completing my work with the highest quality and cooperating with my leadership regarding questions and requests made of me to perform my job.

I understand this privilege can be modified or terminated anytime based upon my performance, cooperation and UH needs.

(b) (6), (b) (7)(C)

Date

*April 2, 2020*

Print Employee Name

(b) (6), (b) (7)(C)

APRIL 02 2020

Signature of Manager or Director

Date

Print Manager or Director Name

List all UH Equipment employee is checking out for temporary Work From Home arrangement:

(b) (6), (b) (7)(C)  
3/12/2020

Qty	Description	P/N (Part Number)	S/N (Serial Number)	Check out Date
1	HP Thin Client T620 (UHxxxxxx/CCMN01AZTCxx)			3/12/2020
1	HP Keyboard			
1	HP Mouse			
1	HP EliteDisplay E233			
1	HP EliteDisplay E233			
1	APC Surge Arrest			
1	15' CAT6 Ethernet Cable - Belkin A3L980-15-BLK-S			

Current Status and working arrangement	Temporary Status and working arrangement
<p>Not working, not working remotely from home. Although I made several requests I was not permitted to work remotely from home because of my protected concerted activities. During this significant health event I want to continue putting my health and the health of those around me first. (b) (6), (b) (7)(C)</p> <p>(b) (6), (b) (7)(C) If I would've been permitted to work remotely from home and access to information that is provided to other fellow coworkers, regardless of whether they need it to perform their jobs. I would've performed the work I was doing in the office.</p>	<p>Attempting to work, work remotely from home. My other fellow coworkers are already working remotely from home during this national health crisis. If I work remotely from home I will be continuing to put my health and the health of those around me first. (b) (6), (b) (7)(C)</p> <p>(b) (6), (b) (7)(C) Working remotely from home and have access to information that is provided to other fellow coworkers, regardless of whether they need it to perform their jobs. I will perform the work I was doing in the office, which is working in (b) (6), (b) (7)(C) and UH Care at the office on the desktop PC, which includes but not limited to accessing itemized billing, medical records and information, claims (UB04 / HCFA 1500), indexing, triage, workque, scanning, and faxing.</p>

(b) (6), (b) (7)(C) Temporary Work From Home Policy  
Owner: (b) (6), (b) (7)(C)

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(b) (6), (b) (7)(C)

4/21/2020

(b) (6), (b) (7)(C) Work From Home Policy  
Owner (b) (6), (b) (7)(C)

New

March 26 - V7

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**From:** (b) (6), (b) (7)(C)  
**Sent:** Sunday, April 5, 2020 9:30 PM  
**To:** (b) (6), (b) (7)(C)  
**Subject:** RE: Work From Home Policy - (b) (6), (b) (7)(C)

Agree that if this continues after (b) (6), (b) (7)(C) directive, should advance to corrective action for not adhering to policy and instructions.

This behavior is beyond reasonable and warrants next level of action.

(b) (6)

---

**From:** (b) (6), (b) (7)(C)  
**Sent:** Friday, April 03, 2020 11:27 AM  
**To:** (b) (6), (b) (7)(C)@UHHospitals.org>  
**Cc:** (b) (6), (b) (7)(C)@UHHospitals.org>  
**Subject:** FW: Work From Home Policy - (b) (6), (b) (7)(C)  
**Importance:** High

Hi (b) (6), (b) (7)(C) –

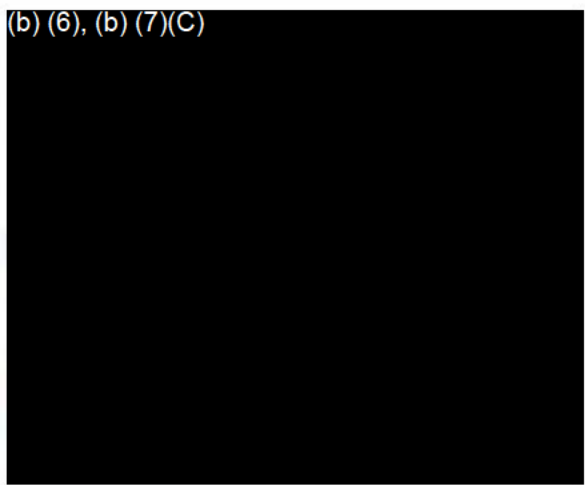
I just called your cell – please give me a call when you have a chance. I cannot continue to go back and forth with (b) (6), (b) (7)(C) on these emails and looking for your direction as to appropriate next step. Does this constitute a corrective action and/or can I give (b) (6), (b) (7)(C) a deadline of when I need the appropriate, unmodified, form signed and returned in order for (b) (6), (b) (7)(C) to be considered during this pandemic temporary work from home.

Please note – we do not currently, to my knowledge, have a computer to provide (b) (6), (b) (7)(C) and there will be a delay regardless in order for us to order one if we approve (b) (6), (b) (7)(C) to work from home.

Appreciate your guidance.

Thanks

(b) (6), (b) (7)(C)



---

**From:** (b) (6), (b) (7)(C)  
**Sent:** Friday, April 03, 2020 11:19 AM  
**To:** (b) (6), (b) (7)(C)@UHHospitals.org>

Cc: (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>

Subject: RE: Work From Home Policy - (b) (6), (b) (7)(C)

Dear (b) (6), (b) (7)(C):

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It is wrong for you to state that the attached agreement was modified. Putting a line through words known commonly as a strike-out in an agreement is not a "modification" but a legal right afforded if one disagrees. For example, in this situation part(s) of the agreement conflict with social distancing, UH policy, and etc.

Black Law dictionary states, "modification" is not exactly synonymous with "amendment," for the former term denotes some minor change in the substance of the thing, without reference to its improvement or de-terioration thereby, while the latter word imports an amelioration of the thing (as by changing the phraseology of an instrument, so as to make it more distinct or specific) without involving the idea of any change in substance or essence.

(b) (6), (b) (7)(C) you are already allowing employee(s) to work remotely from home that submitted same and/or similar documents which you considered as being modified.

Further, page 6 of 9, states the following:

2. If the employee and manager agree a telecommuting agreement (this agreement) will be prepared and signed by all parties, and a temporary work from home period will begin.

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Let me know what strike-outs and the page number (of the attached agreement) you disagree with and your reasoning so I can address (it today) why I believe the strike-outs are important.

And this agreement can be "subjected to a special process or treatment" and signed by both parties so I can start working Monday, April 06, 2020.

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)

Sent: Friday, April 03, 2020 6:44 AM

To: (b) (6), (b) (7)(C) @UHhospitals.org>

Cc: (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>

Subject: Work From Home Policy - (b) (6), (b) (7)(C)

Good morning (b) (6), (b) (7)(C)

I am unable to accept this document with your modifications. We have one standard policy in place for all of (b) (6), (b) (7)(C) (b) (6), (b) (7) to accommodate during this temporary situation related to the current pandemic. I will need a copy of our signed policy without changes to move forward in the process.

As (b) (6), (b) (7)(C) indicated via email yesterday, you are able to work with (b) (6), (b) (7)(C) if you need a telecommuting accommodation outside of our attached policy. These are the only two policies that apply to our department at this time.

Thank you

(b) (6), (b) (7)(C)

---

From: (b) (6), (b) (7)(C)

Sent: Thursday, April 02, 2020 8:55 PM

To: (b) (6), (b) (7)(C) @UHhospitals.org>

Cc: (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>

Subject: Attached document

Dear (b) (6), (b) (7)(C) :

I need approval for an UH computer and equipment to use at home to start working tomorrow.

(b) (6), (b) (7)(C)

.

---

**From:** (b) (6), (b) (7)(C)  
**Sent:** Friday, April 3, 2020 1:45 PM  
**To:** (b) (6), (b) (7)(C)  
**Subject:** Accepted: WFH employee - (b) (6), (b) (7)(C)



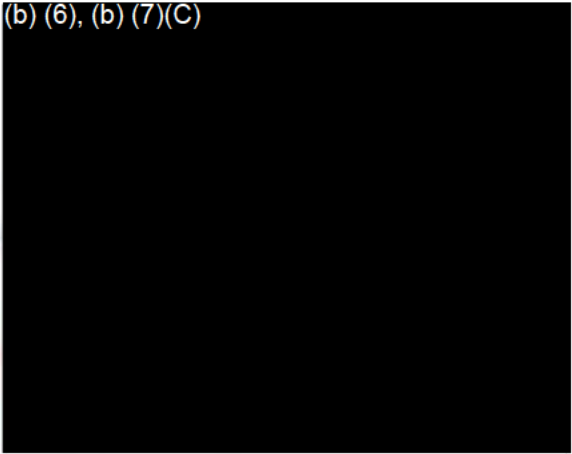
.

---

**From:** (b) (6), (b) (7)(C)  
**Sent:** Monday, April 6, 2020 6:46 AM  
**To:** (b) (6), (b) (7)(C)  
**Subject:** FW: Coronavirus (COVID-19) Reasonable Notification Leave  
**Attachments:** Coronavirus (COVID-19) Reasonable Notification Leave  
**Importance:** High

Just fyi

(b) (6), (b) (7)(C)




---

**From:** (b) (6), (b) (7)(C)  
**Sent:** Saturday, April 04, 2020 1:58 PM  
**To:** (b) (6), (b) (7)(C) @UHhospitals.org>  
**Cc:** (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>  
**Subject:** FW: Coronavirus (COVID-19) Reasonable Notification Leave  
**Importance:** High

Dear (b) (6), (b) (7)(C) et al:

(b) (6), (b) (7)(C)



I will be tentatively be returning to work on (b) (6), (b) (7)(C) 2020.

(b) (6), (b) (7)(C)

.

---

**From:** (b) (6), (b) (7)(C)  
**Sent:** Monday, April 6, 2020 8:01 AM  
**To:** (b) (6), (b) (7)(C)  
**Subject:** RE: Coronavirus (COVID-19) Reasonable Notification Leave

Ok, thanks.

(b) (6), (b) (7)(C)

Office: (b) (6), (b) (7)(C)

---

**From:** (b) (6), (b) (7)(C)  
**Sent:** Monday, April 06, 2020 8:01 AM  
**To:** (b) (6), (b) (7)(C) @UHHospitals.org>  
**Subject:** RE: Coronavirus (COVID-19) Reasonable Notification Leave

No documentation – just PTO

(b) (6), (b) (7)(C)

---

**From:** (b) (6), (b) (7)(C)  
**Sent:** Monday, April 06, 2020 8:00 AM  
**To:** (b) (6), (b) (7)(C) @UHHospitals.org>  
**Subject:** RE: Coronavirus (COVID-19) Reasonable Notification Leave

Hi (b) (6), (b) (7)(C)

So did (b) (6) provide the documentation? Or is (b) (6) just using up all (b) (6) PTO?

Thanks,  
(b) (6), (b) (7)(C)

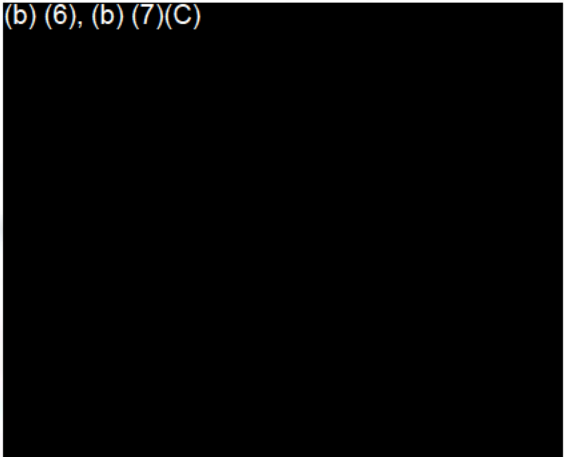
(b) (6), (b) (7)(C)

Office: (b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)  
Sent: Monday, April 06, 2020 6:46 AM  
To: (b) (6), (b) (7)(C) @UHHospitals.org>  
Subject: FW: Coronavirus (COVID-19) Reasonable Notification Leave  
Importance: High

Just fyi

(b) (6), (b) (7)(C)



From: (b) (6), (b) (7)(C)  
Sent: Saturday, April 04, 2020 1:58 PM  
To: (b) (6), (b) (7)(C) @UHHospitals.org>  
Cc: (b) (6), (b) (7)(C) @UHHospitals.org>; (b) (6), (b) (7)(C) @UHHospitals.org>  
Subject: FW: Coronavirus (COVID-19) Reasonable Notification Leave  
Importance: High

Dear (b) (6), (b) (7)(C) et al:

(b) (6), (b) (7)(C)

I will be tentatively be returning to work on (b) (6), (b) (7)(C) 2020.

(b) (6), (b) (7)(C)

.

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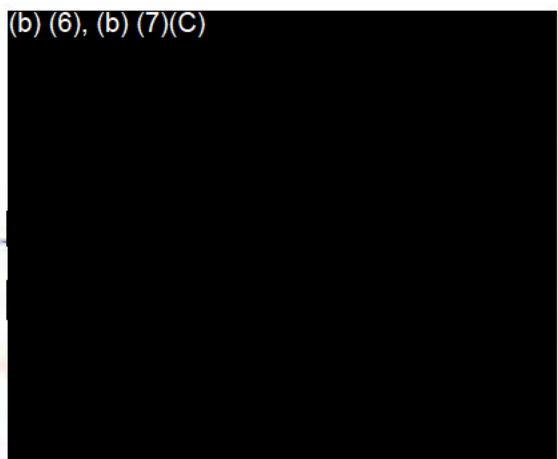
**From:** (b) (6), (b) (7)(C)  
**Sent:** Tuesday, April 7, 2020 2:43 PM  
**To:** (b) (6), (b) (7)(C)  
**Cc:** (b) (6), (b) (7)(C)  
**Subject:** FW: (b) (6), (b) (7)(C) approved starting 4-6-20

**Importance:** High

Hi (b) (6), (b) (7)(C), is on (b) (6), (b) (7)(C) – not sure if this notice went to (b) (6), (b) (7)(C) How can (b) (6), (b) (7)(C) validate?

Thanks!

(b) (6), (b) (7)(C)



---

**From:** (b) (6), (b) (7)(C)  
**Sent:** Tuesday, April 07, 2020 2:39 PM  
**To:** (b) (6), (b) (7)(C)@UHHospitals.org>  
**Subject:** (b) (6), (b) (7)(C) approved starting 4-6-20  
**Importance:** High

It looks like Ivan got an (b) (6), (b) (7)(C) leave through (b) (6), (b) (7)(C) I'm not sure if you were aware. Notices may be going to (b) (6), (b) (7)(C)

My understanding is that (b) (6), (b) (7)(C) is different from a (b) (6), (b) (7)(C) leave which pays you 60% of your pay. I don't think that the (b) (6), (b) (7)(C) entries are ever put in Kronos, but if approved for (b) (6), (b) (7)(C) the person will see the money payment via check.

I put in PTO for last week until (b) (6), (b) (7)(C) went to -6.21 PTO balance. I will need to know whether (b) (6), (b) (7)(C) wants to go into -40 hours PTO to be paid some 33.79 hrs this week while on (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

1 of 1

Approve  
Timesheet

(b) (6), (b) (7)(C)

Pay Code

Amount

SPTO-Sched PTO

8:00

SPTO-Sched PTO

8:00

SPTO-Sched PTO

8:00

SPTO-Sched PTO

8:00

SPTO-Sched PTO

8:00

(b) (6), (b) (7)(C)

8:00

8:00

100

SPTD-Scored PTD	8.00
SKTD-Scored PTD	8.00
SPTD-Scored PTD	8.00
SPTD-Scored PTD	8.00
SPTD-Scored PTD	8.00

FMIA	0.00
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Treatment	Amplitude
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PTQ	3839
PTQ - 2nd Job	0.00
Saved Vacation Bank	0.00
Saved Vacation Bank - 2nd Job	0.00

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)  
**Sent:** Tuesday, April 7, 2020 3:18 PM  
**To:** (b) (6), (b) (7)(C)  
**Subject:** (b) (6), (b) (7)(C) approved starting (b) (6), (b) (7)(C)-20

Okay, I went to Time Off & Resources/My UH Leaves/Manager information tab/LeavePro dashboard and got the info below. I then contacted the (b) (6), (b) (7)(C) and provided date of hire, of (b) (6), (b) (7)(C) etc., but they wouldn't give me any information since only (b) (6), (b) (7)(C) is listed as a contact. For now, should I back off 6.21 hrs of PTO for last week to get (b) (6), (b) (7)(C) PTO to a 0 balance unless (b) (6), (b) (7)(C) lets me know that (b) (6), (b) (7)(C) wants to borrow 40 hrs of PTO while (b) (6), (b) (7)(C) off?

I see that the continuous leave is from (b) (6), (b) (7)(C)-20 through (b) (6), (b) (7)(C)-20 for a (b) (6), (b) (7)(C) and that paperwork is due by (b) (6), (b) (7)(C)-20. There are no documents yet so I can't see any information about whether or not (b) (6), (b) (7)(C) got (b) (6), (b) (7)(C) also. Maybe we'll know after (b) (6), (b) (7)(C)-20 when the paperwork is due when there is a document in the LeavePro dashboard. By that point, (b) (6), (b) (7)(C) may be off leave (b) (6), (b) (7)(C) (b) (6), (b) (7)(C) has already entered (b) (6), (b) (7)(C) in Kronos for yesterday and today. Note that (b) (6), (b) (7)(C) last email said that (b) (6), (b) (7)(C) will tentatively return to work on (b) (6), (b) (7)(C) 20. This leave is scheduled to be approved through (b) (6), (b) (7)(C)-20.

The screenshot displays the 'My UH HR' interface. At the top, a header bar contains the 'My UH HR' logo and a navigation menu with links: Benefits, Pay & Recognition, Retirement & Savings, Culture & Wellness, Career & Development, and Time Off & Resources (which is circled in blue). Below the header, the main content area is divided into several sections. The top section shows 'Continuous' leave details for (b) (6), (b) (7)(C) with a 'Edit Leave Dates' button. Below this is a 'TIMELINE' section showing a horizontal bar representing the leave period from (b) (6), (b) (7)(C) to (b) (6), (b) (7)(C). The bottom section is split into 'TASKS' and 'DOCUMENTS' tabs, both showing a list of items related to the leave request. The 'TASKS' tab shows a task for (b) (6), (b) (7)(C) and the 'DOCUMENTS' tab shows a document for (b) (6), (b) (7)(C).



## New LOA Administrator (b) (6), (b) (7)(C)

In keeping with our commitment to care for our caregivers, University Hospitals transitioned to a new online platform for managing UH leave of Absence (LOA) called **LeavePro**. As part of the transition to our new online platform, starting on Sept. 15, the RoadScoop will be handling the administration of all UH leaves of absence.



MyUHLLeaves

Manager Information

As a manager, you will have real-time information for caregiver's leave information through the LeavePro dashboard. You also have the ability to run reports from LeavePro.

Please view the **LeavePro** tool for managers and a **recorded Webinar** for managers, as well as FAQs, with guided instructions on submitting and monitoring leave of absence requests.

The system will generate standard email notifications to caregivers, managers, and Human Resources that will detail leave status information. You are responsible for monitoring these communications as they may include one of the following **required action items** in the subject:

- **Confirm Expected Return to Work Dates** for a direct report
- **Review Paperwork Due** tasks to ensure your direct reports that they have outstanding documentation due

Contact (b) (6), (b) (7)(C) at any time with questions. Managers should still contact their HR Business Lead for issues that impact the job itself.



### Requesting a Leave

To request a leave of absence, contact

(b) (6), (b) (7)(C) directly.

(b) (6), (b) (7)(C)



LeavePro

## What time will managers/timekeepers enter in Kronos?

Managers/timekeepers will only enter the following time in Kronos: •

- PTO for use of intermittent FML time
- PTO for the short-term disability holding week
- Paid Parental Week (maternity, paternity, adoption or floating week)
- PTO for approved personal LOA's

NOTE: FML codes will be removed from Kronos once MyUHLLeaves is live.

From: (b) (6), (b) (7)(C) @UHHospitals.org>  
Sent: Tuesday, April 7, 2020 3:01 PM  
To: (b) (6), (b) (7)(C) @UHHospitals.org>  
Cc: (b) (6), (b) (7)(C) @UHHospitals.org>  
Subject: RE: (b) (6), (b) (7)(C) approved starting (b) (6), (b) (7)(C)-20

Ok – thanks. (b) (6), (b) (7)(C) – see below

From: (b) (6), (b) (7)(C) @UHHospitals.org>  
Sent: Tuesday, April 7, 2020 2:46 PM  
To: (b) (6), (b) (7)(C) @UHHospitals.org>  
Cc: (b) (6), (b) (7)(C) @UHHospitals.org>  
Subject: RE: (b) (6), (b) (7)(C) approved starting (b) (6), (b) (7)(C)-20

Hi (b) (6), (b) (7)(C)

If you want to validate if (b) (6) has applied for (b) (6), (b) (7)(C) you can call (b) (6), (b) (7)(C) or just check the leavepro portal in myuhhr.org. Let me know if you have any other questions.

Thanks,

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Office: (b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)

Sent: Tuesday, April 07, 2020 2:43 PM

To: (b) (6), (b) (7)(C) @UHHospitals.org>

Cc: (b) (6), (b) (7)(C) @UHHospitals.org>

Subject: FW: (b) (6), (b) (7)(C) approved starting (b) (6), (b) (7)(C) 20

Importance: High

Hi (b) (6), (b) (7)(C), (b) (6), (b) (7)(C), is on (b) (6), (b) (7)(C) – not sure if this notice went to (b) (6), (b) (7)(C) How can (b) (6), (b) (7)(C) validate?

Thanks!

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)

Sent: Tuesday, April 07, 2020 2:39 PM

To: (b) (6), (b) (7)(C) @UHHospitals.org>

Subject: (b) (6), (b) (7)(C) approved starting (b) (6), (b) (7)(C) 20

Importance: High

It looks like (b) (6), (b) (7)(C) got an (b) (6), (b) (7)(C) leave through (b) (6), (b) (7)(C) I'm not sure if you were aware. Notices may be going to (b) (6), (b) (7)(C)

My understanding is that (b) (6), (b) (7)(C) is different from a (b) (6), (b) (7)(C) leave which pays you 60% of your pay. I don't think that the (b) (6), (b) (7)(C) entries are ever put in Kronos, but if approved for (b) (6), (b) (7)(C) the person will see the money payment via check.

I put in PTO for last week until (b) (6), (b) (7)(C) went to -6.21 PTO balance. I will need to know whether (b) (6), (b) (7)(C) wants to go into -40 hours PTO to be paid some 33.79 hrs this week while on (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

1 of 1

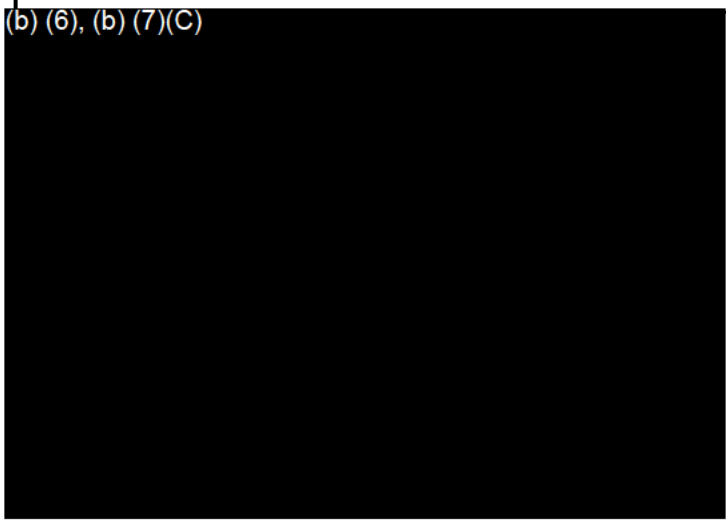
(b) (6), (b) (7)(C)

✓  
Approve  
Timesheet

Date		Pay Code	Amount
(b) (6), (b) (7)(C)		SPTO-Sched PTO	8:00
		SPTO-Sched PTO	8:00
		SPTO-Sched PTO	8:00
		SPTO-Sched PTO	8:00
		SPTO-Sched PTO	8:00
		SPTO-Sched PTO	8:00
(b) (6), (b) (7)(C)		(b) (6), (b) (7)(C)	8:00
		(b) (6), (b) (7)(C)	8:00
(b) (6), (b) (7)(C)			



(b) (6), (b) (7)(C)

A large black rectangular redaction box covers the lower-left portion of the page, starting below the horizontal line and extending to the left edge.

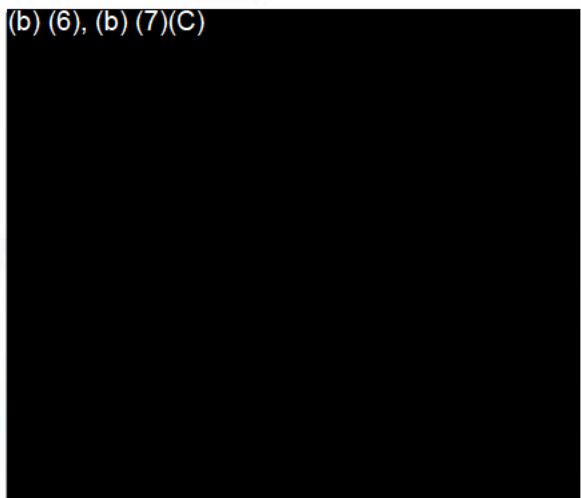
.

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**From:** (b) (6), (b) (7)(C)  
**Sent:** Tuesday, April 7, 2020 3:01 PM  
**To:** (b) (6), (b) (7)(C)  
**Cc:** (b) (6), (b) (7)(C)  
**Subject:** RE: (b) (6), (b) (7)(C) approved starting (b) (6), (b) (7)(C) 20

Ok – thanks. (b) (6), (b) (7)(C) – see below

(b) (6), (b) (7)(C)



**From:** (b) (6), (b) (7)(C)  
**Sent:** Tuesday, April 07, 2020 2:46 PM  
**To:** (b) (6), (b) (7)(C) @UHHospitals.org>  
**Cc:** (b) (6), (b) (7)(C) @UHHospitals.org>  
**Subject:** RE: (b) (6), (b) (7)(C) approved starting (b) (6), (b) (7)(C) -20

Hi (b) (6), (b) (7)(C)

If you want to validate if (b) (6), (b) (7)(C) has applied for (b) (6), (b) (7)(C) you can call (b) (6), (b) (7)(C) or just check the leavepro portal in myuhhr.org. Let me know if you have any other questions.

Thanks,

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Office: (b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)  
**Sent:** Tuesday, April 07, 2020 2:43 PM  
**To:** (b) (6), (b) (7)(C) @UHHospitals.org>  
**Cc:** (b) (6), (b) (7)(C) @UHHospitals.org>  
**Subject:** FW: (b) (6), (b) (7)(C) approved starting (b) (6), (b) (7)(C) 0  
**Importance:** High

Hi (b) (6), (b) (7)(C), (b) (6), (b) (7)(C), is on (b) (6), (b) (7)(C) – not sure if this notice went to (b) (6), (b) (7)(C) How can (b) (6), (b) (7)(C) validate?

Thanks!

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)  
Sent: Tuesday, April 07, 2020 2:39 PM  
To: (b) (6), (b) (7)(C) @UHhospitals.org>  
Subject: (b) (6), (b) (7)(C) approved starting (b) (6), (b) (7)(C) 20  
Importance: High

It looks like (b) (6), (b) (7)(C) got an (b) (6), (b) (7)(C) leave through (b) (6), (b) (7)(C) I'm not sure if you were aware. Notices may be going to (b) (6), (b) (7)(C)

My understanding is that (b) (6), (b) (7)(C) is different from a (b) (6), (b) (7)(C) leave which pays you 60% of your pay. I don't think that the (b) (6), (b) (7)(C) entries are ever put in Kronos, but if approved for (b) (6), (b) (7)(C) the person will see the money payment via check.

I put in PTO for last week until (b) (6), (b) (7)(C) went to -6.21 PTO balance. I will need to know whether (b) (6), (b) (7)(C) wants to go into -40 hours PTO to be paid some 33.79 hrs this week while on (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

001144843

✓  
Employee  
Timecard

Date	Pay Code	Amount	In	Transfer	Out	In
(b) (6), (b) (7)(C)						
	SPTD-Saved PTO	8.00				
	SPTD-Saved PTO	8.00				
	SPTD-Saved PTO	8.00				
	SPTD-Saved PTO	8.00				
	SPTD-Saved PTO	8.00				
	FMLA	8.00				

Totals Annuals Audits Historical Corrections

Accrual Code	Annual Available Balance	Accrual Units	Accrual Description Period
PTD	38.39	Hour	(b) (6), (b) (7)(C)
PTD - 2nd Job	0.00	Hour	
Saved Vacation Bank	0.00	Hour	
Saved Vacation Bank - 2nd Job	0.00	Hour	

(b) (6), (b) (7)(C)



.

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**From:** (b) (6), (b) (7)(C)  
**Sent:** Wednesday, April 15, 2020 4:07 PM  
**To:** (b) (6), (b) (7)(C)  
**Cc:** (b) (6), (b) (7)(C)  
**Subject:** (b) (6), (b) (7)(C) last day worked

Okay thanks.

---

**From:** (b) (6), (b) (7)(C) @UHHospitals.org>  
**Sent:** Wednesday, April 15, 2020 4:06 PM  
**To:** (b) (6), (b) (7)(C) @UHHospitals.org>  
**Cc:** (b) (6), (b) (7)(C) @UHHospitals.org>  
**Subject:** RE: (b) (6), (b) (7)(C) last day worked

Thank you (b) (6), (b) (7)(C) I have provided that information, and we will contest. However the state will have the final say in paying (b) (6), (b) (7)(C) or not. More to come.

(b) (6), (b) (7)(C)

---

**From:** (b) (6), (b) (7)(C)  
**Sent:** Wednesday, April 15, 2020 4:05 PM  
**To:** (b) (6), (b) (7)(C) @UHHospitals.org>  
**Cc:** (b) (6), (b) (7)(C) @UHHospitals.org>  
**Subject:** (b) (6), (b) (7)(C) last day worked

(b) (6), (b) (7)(C) last day worked was (b) (6), (b) (7)(C) -20. I'm curious if you can say. Will UH agree with (b) (6), (b) (7)(C) unemployment claim when (b) (6), (b) (7)(C) was not furloughed and can work from home like (b) (6), (b) (7)(C) teammates? (b) (6), (b) (7)(C) just has to sign the same form that everyone else signed without any revisions to do so.

(b) (6), (b) (7)(C)

Manage My Department
Timecards

Timecards

(b) (6), (b) (7)(C)
1 of 1
(b) (6), (b) (7)(C)

☒
Approve Timecard

Date	Pay Code	Amount	In	Transfer
(b) (6), (b) (7)(C)			6:01 AM	
	SPTD-Sched PTO	8:00		
	SPTD-Sched PTO	8:00		
	SPTD-Sched PTO	8:00		
	SPTD-Sched PTO	8:00		
	SPTD-Sched PTO	8:00		
	SPTD-Sched PTO	8:00		
	SPTD-Sched PTO	8:00		
	SPTD-Sched PTO	8:00		
	SPTD-Sched PTO	8:00		
	SPTD-Sched PTO	8:00		
	SPTD-Sched PTO	8:00		
	SPTD-Sched PTO	8:00		
	SPTD-Sched PTO	8:00		

From: Haymon, Wesley <[Wesley.Haymon@UHhospitals.org](mailto:Wesley.Haymon@UHhospitals.org)>  
Sent: Tuesday, April 14, 2020 12:11 PM  
To: (b) (6), (b) (7)(C) <(b) (6), (b) (7)(C)@UHhospitals.org>  
Subject: (b) (6), (b) (7)(C)

Hi (b) (6), (b) (7)(C)

Do you know the last day (b) (6), (b) (7)(C) reported to work? I am trying to complete an unemployment claim for (b) (6), (b) (7)(C)

Thanks,  
(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Office: (b) (6), (b) (7)(C)

.

---

**From:** (b) (6), (b) (7)(C)  
**Sent:** Friday, May 1, 2020 10:48 AM  
**To:** (b) (6), (b) (7)(C) or  
**Subject:** RE: Eligibility - (b) (6), (b) (7)(C) Continuous (b) (6), (b) (7)(C) to (b) (6), (b) (7)(C) -20

Hi (b) (6), (b) (7)(C)

I think you should call (b) (6), (b) (7)(C) updates the (b) (6), (b) (7)(C) time on behalf of the employee, the only thing you have to input is PTO for them. However I'm not showing the original leave for (b) (6), (b) (7)(C) so its my assumption that Kronos probably does not show (b) (6), (b) (7)(C) for all the dates (b) (6), (b) (7)(C) has been out. (b) (6), (b) (7)(C) needs to tell you what happened with the original leave, was it denied, approved?

Thanks,  
(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

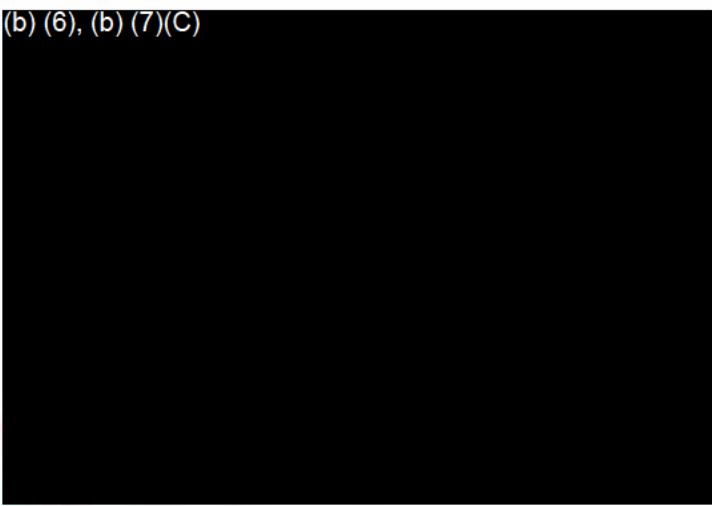
Office (b) (6), (b) (7)(C)

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**From:** (b) (6), (b) (7)(C)  
**Sent:** Friday, May 01, 2020 10:23 AM  
**To:** (b) (6), (b) (7)(C) @UHHospitals.org>  
**Cc:** (b) (6), (b) (7)(C) @UHHospitals.org>  
**Subject:** Eligibility - (b) (6), (b) (7)(C) Continuous (b) (6), (b) (7)(C) to (b) (6), (b) (7)(C) -20

I received this today for (b) (6), (b) (7)(C) Curious about how the time between (b) (6), (b) (7)(C) -17 and (b) (6), (b) (7)(C) -20 is categorized.

(b) (6), (b) (7)(C)



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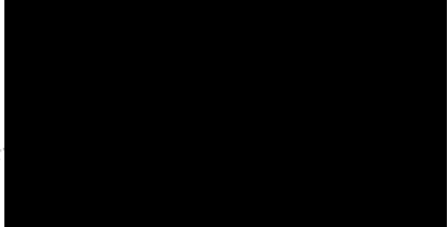
**From:** [MyUHLeaves@uhhospitals.org](mailto:MyUHLeaves@uhhospitals.org) <[MyUHLeaves@uhhospitals.org](mailto:MyUHLeaves@uhhospitals.org)>  
**Sent:** Friday, May 1, 2020 9:56 AM  
**To:** (b) (6), (b) (7)(C) @UHHospitals.org>  
**Subject:** Eligibility - (b) (6), (b) (7)(C)

Hello,

Please review the attached leave correspondence. Please let us know if you have any questions.

Thank you,

(b) (6), (b) (7)(C)



THIS EMAIL ADDRESS IS NOT MONITORED. DO NOT REPLY TO THIS EMAIL.

This e-mail and any attachments may be confidential or legally privileged. If you received this message in error or are not the intended recipient, you should destroy the e-mail and any attachments or copies, and you are prohibited from retaining, distributing, disclosing or using any information contained herein. Thank you for your cooperation.

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**From:** (b) (6), (b) (7)(C)  
**Sent:** Monday, May 4, 2020 1:21 PM  
**To:** (b) (6), (b) (7)(C)  
**Cc:** (b) (6), (b) (7)(C)  
**Subject:** RE: (b) (6), (b) (7)(C) - Leave until (b) (6), (b) (7)(C) 2020

Thanks for the feedback

The bottom line is that it appears any time (b) (6) has been out since (b) (6), (b) (7)(C) should be considered protected. We need to stay close to this to ensure (b) (6), (b) (7)(C) submits the paperwork. (b) (6), (b) (7)(C) will notify (b) (6), (b) (7)(C) if it is/isn't approved.

If it is approved (b) (6), (b) (7)(C) will exhaust prior to when (b) (6), (b) (7)(C) says (b) (6), (b) (7)(C) will return.

HR will stay close to it as well.

I'll work with payroll on the removal of the (b) (6), (b) (7)(C) from Kronos

(b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)  
**Sent:** Monday, May 04, 2020 12:46 PM  
**To:** (b) (6), (b) (7)(C) <(b) (6), (b) (7)(C)@UHhospitals.org>; (b) (6), (b) (7)(C) <(b) (6), (b) (7)(C)@UHhospitals.org>  
**Cc:** (b) (6), (b) (7)(C) <(b) (6), (b) (7)(C)@UHhospitals.org>  
**Subject:** RE: (b) (6), (b) (7)(C) - Leave until (b) (6), (b) (7)(C) 2020

Hi (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C) just spoke to (b) (6), (b) (7)(C). As of today, MyUHHHR shows (b) (6), (b) (7)(C) has a leave request for (b) (6), (b) (7)(C)/20 – (b) (6), (b) (7)(C)/20 awaiting more information. The leave originally shows (b) (6), (b) (7)(C)/20 – (b) (6), (b) (7)(C)/20. Upon (b) (6), (b) (7)(C) speaking to (b) (6), (b) (7)(C) this morning, they indicated (b) (6), (b) (7)(C) opened a leave to start (b) (6), (b) (7)(C)/20 and then (b) (6), (b) (7)(C) requested it to be changed to (b) (6), (b) (7)(C)/20. After speaking with (b) (6), (b) (7)(C), (b) (6), (b) (7)(C) is saying they should not have changed the start date to (b) (6), (b) (7)(C)/20 and changed it back to (b) (6), (b) (7)(C)/20 today.

That changes the due date for (b) (6), (b) (7)(C) to provide info from provider from (b) (6), (b) (7)(C)/20 to (b) (6), (b) (7)(C)/20 (45 days from start of leave)

(b) (6), (b) (7)(C)/20 leave is pending, not approved. It needs paperwork from the provider and needs to make a determination.

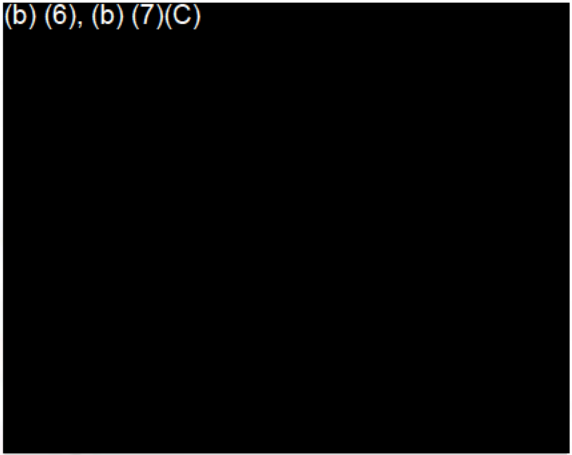
Kronos shows (b) (6), (b) (7)(C) days of (b) (6), (b) (7)(C) for (b) (6), (b) (7)(C). (b) (6), (b) (7)(C) is saying they did not enter that time, nor did (b) (6), (b) (7)(C). They we need to notify (b) (6), (b) (7)(C) (☺) to remove that from Kronos.

(b) (6), (b) (7)(C) has currently not had any leave days approved, however, it appears (b) (6), (b) (7)(C) job is protected during this 45 day period? Can you please confirm?

I am summarizing a very long email from (b) (6), (b) (7)(C) with attachments and will forward that to you, as well.

Thank you for your support and guidance!

(b) (6), (b) (7)(C)



From: (b) (6), (b) (7)(C)

Sent: Monday, May 04, 2020 11:08 AM

To: (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>


Cc: (b) (6), (b) (7)(C) @UHhospitals.org>

Subject: RE: (b) (6), (b) (7)(C) - Leave until (b) (6), (b) (7)(C) 2020

I'm guessing (b) (6) hasn't submitted (b) (6) paperwork yet but unfortunately we don't have access to that and rely on (b) (6), (b) (7) to tell us. Did (b) (6) have an approved leave prior to this one? (b) (6), (b) (7) been out for weeks and if it wasn't approved this should have been counting against (b) (6) attendance.

(b) (6), (b) (7) – feel free to chime in if you know more

(b) (6), (b) (7)(C)



From: (b) (6), (b) (7)(C)

Sent: Monday, May 04, 2020 10:58 AM

To: (b) (6), (b) (7)(C) @UHhospitals.org>; (b) (6), (b) (7)(C) @UHhospitals.org>

Subject: RE: (b) (6), (b) (7)(C) Leave until (b) (6), (b) (7)(C) 2020

Agree – looks like more information is needed for this to be approved, has (b) (6) done that?

# Information Regarding Your Employee's R

Although (b) (6), (b) (7)(C) meets the eligibility requirement and/or certification may be required in order for the a law or company policy. (b) (6), (b) (7)(C) will need to provide of this letter. If the certification is not returned within

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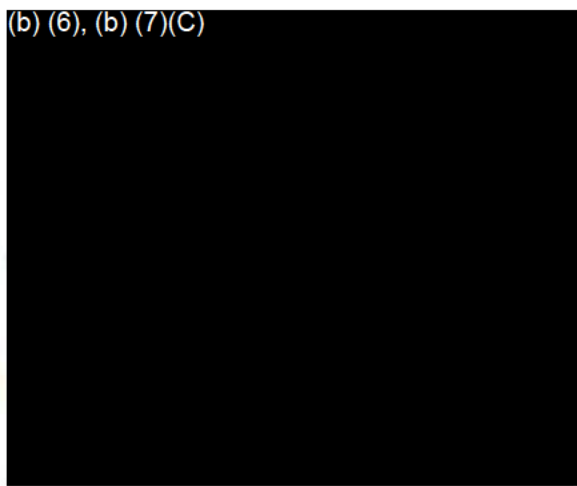
From: (b) (6), (b) (7)(C)  
Sent: Monday, May 04, 2020 10:56 AM  
To: (b) (6), (b) (6), (b) (7)(C) <@UHHospitals.org>; (b) (6), (b) (7)(C) <@UHHospitals.org>  
Subject: RE: (b) (6), (b) (7)(C) - Leave until (b) (6), (b) (7)(C) 2020

Hi (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C) received attached on Friday. (b) (6), (b) (7)(C) is calling (b) (6), (b) (7)(C) to better understand, as it appears (b) (6), (b) (7)(C) is eligible but not yet approved for leave based on attached?

Thanks!

(b) (6), (b) (7)(C)



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From: (b) (6), (b) (7)(C)  
Sent: Monday, May 04, 2020 10:12 AM  
To: (b) (6), (b) (7)(C) <@UHHospitals.org>  
Cc: (b) (6), (b) (7)(C) <@UHHospitals.org>  
Subject: RE: (b) (6), (b) (7)(C) - Leave until (b) (6), (b) (7)(C) 2020

Hi (b) (6), (b) (7)(C)

Did you receive any communication from (b) (6), (b) (7)(C) regarding (b) (6), (b) (7)(C) I see (b) (6), (b) (7)(C) listed in (b) (6), (b) (7)(C) as (b) (6), (b) (7)(C) but I am not privy to the paperwork and am not sure if (b) (6), (b) (7)(C) ever submitted it? Any emails you have will be helpful to me to work through this.



(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)

Sent: Monday, May 04, 2020 8:48 AM

To: (b) (6), (b) (6), (b) (7)(C) <@UHhospitals.org>

Cc: (b) (6), (b) (7)(C) <@UHhospitals.org>

Subject: FW: (b) (6), (b) (7)(C) - Leave until (b) (6), (b) (7)(C) 2020

Importance: High

Hi (b) (6), (b) (7)(C)

Any support from you on this appreciated. (b) (6), (b) (7)(C) has continued to be non compliant with requests and adhering to policy. I'm attaching (b) (6), (b) (7)(C) last communication with (b) (6), (b) (7)(C)

Can we move this to abandonment and terminate?

Please let us know.

Thanks

(b) (6)

From: (b) (6), (b) (7)(C)

Sent: Monday, May 04, 2020 7:02 AM




To: (b) (6), (b) (7)(C) <@UHhospitals.org>

Cc: (b) (6), (b) (7)(C) <@UHhospitals.org>; (b) (6), (b) (7)(C) <@UHhospitals.org>

Subject: (b) (6), (b) (7)(C) - Leave until (b) (6), (b) (7)(C) 2020

Hi (b) (6), (b) (7)(C) – Can you help us navigate this situation? We are having a hard time maintaining operations without this position and of course have concerns with keeping up now that we are moving toward the furlough. Are we required to just continue to accept this? I just want to make sure we are aware of our obligations. Let me know if we should have a call to discuss.

Thanks!

 Reply  Reply All  Forward

(b) (6), (b) (7)(C)

Sun 5/3/2020 10:38 PM

(b) (6), (b) (7)(C)


## Coronavirus (COVID-19) Reasonable Notification Leave

To (b) (6), (b) (7)(C)

Cc (b) (6), (b) (7)(C)

Retention Policy UH Inbox Items Folder 60 Warning (60 days)

Expires 7/2/2020

 Message



Coronavirus (COVID-19) Reasonable Notification Leave (18 KB)

Dear (b) (6), (b) (7)(C) et al:

(b) (6), (b) (7)(C)

I will be returning to work tentatively on (b) (6), (b) (7)(C) 2020.

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

.

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**From:** (b) (6), (b) (7)(C)  
**Sent:** Monday, May 4, 2020 12:49 PM  
**To:** (b) (6), (b) (7)(C)  
**Subject:** RE: (b) (6), (b) (7)(C) - Leave until (b) (6), (b) (7)(C) 2020

I think the short answer is (b) (6), job is protected until we show a leave as denied as has the (b) (6), (b) (7)(C) time. I had no idea you would need to remove time in Kronos though.

(b) (6), (b) (7)(C)

Office: (b) (6), (b) (7)(C)

**From:** (b) (6), (b) (7)(C)  
**Sent:** Monday, May 04, 2020 12:46 PM  
**To:** (b) (6), (b) (6), (b) (7)(C)@UHhospitals.org>; (b) (6), (b) (7)(C)@UHhospitals.org>  
**Cc:** (b) (6), (b) (7)(C)@UHhospitals.org>  
**Subject:** RE: (b) (6), (b) (7)(C) - Leave until (b) (6), (b) (7)(C) 2020

Hi (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C) just spoke to (b) (6), (b) (7)(C). As of today, MyUHHR shows (b) (6), (b) (7)(C) has a leave request for (b) (6), (b) (7)(C)/20 – (b) (6), (b) (7)(C)/20 awaiting more information. The leave originally shows (b) (6), (b) (7)(C)/20 – (b) (6), (b) (7)(C)/20. Upon (b) (6), (b) (7)(C) speaking to (b) (6), (b) (7)(C) this morning, they indicated (b) (6), (b) (7)(C) opened a leave to start (b) (6), (b) (7)(C)/20 and then (b) (6), (b) (7)(C) requested it to be changed to (b) (6), (b) (7)(C) 20. After speaking with (b) (6), (b) (7)(C), (b) (6), (b) (7)(C) is saying they should not have changed the start date to (b) (6), (b) (7)(C)/20 and changed it back to (b) (6), (b) (7)(C) 20 today.

That changes the due date for (b) (6), (b) (7)(C) to provide info from provider from (b) (6), (b) (7)(C)/20 to (b) (6), (b) (7)(C) 20 (45 days from start of leave)

(b) (6), (b) (7)(C) 20 leave is pending, not approved. It needs paperwork from the provider and needs to make a determination.

Kronos shows (b) (6), (b) (7)(C) days of (b) (6), (b) (7)(C) for (b) (6), (b) (7)(C). (b) (6), (b) (7)(C) is saying they did not enter that time, nor did (b) (6), (b) (7)(C). They we need to notify (b) (6), (b) (7)(C) (☺) to remove that from Kronos.

(b) (6), (b) (7)(C) has currently not had any leave days approved, however, it appears (b) (6), (b) (7)(C) job is protected during this 45 day period? Can you please confirm?

I am summarizing a very long email from (b) (6), (b) (7)(C) with attachments and will forward that to you, as well.

Thank you for your support and guidance!

(b) (6), (b) (7)(C)